



**Town of Amherst, NH**  
**BOARD OF SELECTMEN AGENDA**  
Barbara Landry Meeting Room  
2 Main Street  
**MONDAY, MARCH 14, 2022 6:00 PM**

- 1. Call to Order**
- 2. Non-Public Session**
  - 2.1. Non-Public Session per RSA 91-A:3 (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- 3. Pledge of Allegiance**
- 4. Public Hearing**
  - 4.1. RSA 31:95-b: III (a), Acceptance of Unanticipated Funds Over \$10,000
- 5. Board of Selectmen Reorganization**
- 6. Board Appointments**
  - 6.1. Appointments for Planning Board and Master Plan Steering Committee
- 7. Citizens' Forum**
- 8. Scheduled Appointments**
  - 8.1. Ryan Cray, Town Common Use Request: Cathy Cray Memorial 5K
  - 8.2. Chris Buchanan, BPAC updates
- 9. Administration**
  - 9.1. Administrative Updates
  - 9.2. Town Administrator and land purchases
- 10. Staff Reports**

- 10.1. COVID 19 Task Force Update
- 10.2. Town Hall water damage repair
- 10.3. Transfer Station Campaign/Fundraising policy

- 10.4. Town Hall HRV plans
- 10.5. Hiring for the position of EMT.

**11. Approvals**

- 11.1. Baboosic Lake Community Septic Warrants
- 11.2. Elderly Tax Deferrals
- 11.3. Assessing
- 11.4. AP, Payroll and Minutes

**12. Action Items**

**13. Old/New Business**

**Adjournment**

**Next Meeting: March 28, 2022**

You are invited to a Zoom webinar.

When: Mar 14, 2022 06:00 PM Eastern Time (US and Canada)

Topic: Board of Selectmen 03/14/2022

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83717074950>

Or Telephone: 301 715 8592

February 17, 2022

Hi Chris,

I am pleased to inform you that \$10,480 has been awarded to the Amherst Bicycle and Pedestrian Advisory Committee to support your equipment purchase. Our grant process is a competitive one and we congratulate you on a successful proposal.

Your grant check will be sent in the next few weeks, along with a Terms of Award agreement. Please review this document carefully. Deposit of the grant award check signifies your acceptance of the award and your intent to comply with the terms of the award, and serves as our receipt for this payment.

Congratulations!

Sincerely,

Leslee Stewart

Foundation Director

Norwin S. and Elizabeth N. Bean Foundation

603-493-7257

TOWN OF AMHERST, NH  
USE OF TOWN COMMON REQUEST

Organization Name: Cathy Cray 5K

Contact Name: Ryan Cray

Contact Phone Number: 603-315-6825

Contact e-mail: rcray119@gmail.com

Date of Event: July 16, 2022

Hours (from/ to): 7am-11am Number of participants (estimate): 150

Brief Description of event:

Charity 5K road race to honor my mom's memory. Proceeds go to lung cancer awareness. Working with Mite Merra who hosts Juniors opportunity Networks race to do same course with same resources through village

Requirements:

1. NO ALCOHOL SALES OR CONSUMPTION are allowed.
2. Common must be left in the same or better condition than prior to event.
3. If damage occurs to any town property, please notify DPW -603-673-2317.
4. Groups who are granted permission must abide by all Town of Amherst ordinances pertaining to public property and all related NH RSAs as well as all state fire and safety rules and regulations at all times during use of the property.
5. The Town of Amherst or any of its designees are not responsible for any injuries occurring to participants during the course of activities during use of the property.

By signing this document, I agree to abide by all applicable requirements.

Signature: Ryan Cray Date: 2/19/22

Chief of Police Approval: Signature [Signature] Date: 2-22-22

Fire/ Rescue Chief Approval: Signature [Signature] Date: 2/22/22

Public Works Director Approval: Signature [Signature] Date: 2/24/22

Completed form must be submitted to the Amherst Administration Department four (4) weeks before the event in order to obtain Board of Selectmen approval.

BOS Approval: Chair's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please note if road closures within the village will be necessary during event. Special permission will be required for road closures.**

## BPAC Updates, March 2022

- **BPAC grant award from the Bean Foundation**

- The Foundation has awarded the Town of Amherst \$10,480 to install two *Eco-Counter MULTI* bicycle and pedestrian counters along the Amherst St sidepath.
- These are permanent counters that utilize induction loops in the asphalt as well as an infrared detector to count the number of bicycles and pedestrians which pass by.
- This is the website that explains how these machines work:  
<https://www.eco-counter.com/produits/multi-range/multi-nature-2/>
- Obtaining data along the sidepath helps to objectively quantify usage which can help the town understand established multimodal infrastructure needs.
- Assuming the town accepts this grant, there are two configurations of these devices which will have to be decided:
  - Manual Data Collection Option  
This option requires that somebody visit the counter with a mobile device to download the data stored in the counters' memory every 1-2 months. This option has no additional cost.
  - Automatic Data Collection Option  
This option adds a mobile network connection to the counters so that they automatically upload data from the devices to a cloud-based platform which tracks the counting data in real time. This option has a \$420 fee per year per counter.
- Quotes for either of these options are attached.

- **Amherst St Sidepath Opening Ceremony**

- BPAC would like to host an opening ceremony for the sidepath on Saturday, May 14<sup>th</sup> at 11am and is asking BoS approval to host such an event.
- The intent would be to hold a brief event on Spaulding common, thank those who made the project possible, and (for those who are interested) walk down the path together.
- With BoS approval, we would like to ask for the town to officially dedicate the sidepath in memory of Carolyn Mitchell on this day.
- The BoS is invited to participate in the ceremony, as well as the DPW, other town officials, and the general public.
- BPAC is working with the Amherst Community Foundation to raise funds to install 3 recycled benches along the sidepath route. The installation of these benches may require BoS approval.
- BPAC is also working with the garden club to add self-sufficient plantings in certain areas along the sidepath.

- **AMS/SHS School Campus Sidepath Project**

- Engineering work by Hoyle & Tanner has been submitted to the Amherst DPW reviewing the feasibility of adding a sidepath alongside Boston Post Road at Honey Pot Pond brook.
- It is clear from their analysis that this is indeed feasible, much less challenging than originally feared, and the right of way is accommodating of this project. They recommend a 5' grass panel and an 8' paved sidepath, and particular engineering treatments that the DPW would likely be best to speak to.
- Despite article 29 not passing this spring, funds in the established CRF are still sufficient to continue applying for grant funding this year. At a current \$75,000 balance we can leverage this as matching funding for \$375,000 in state or federal funding for the project.

- **Village streets engineering work**
  - Currently working with Eric Slosek to prepare options for engineering work.
  - It will be advantageous to start work as soon as possible, as several eligible grant programs will be beginning this summer.
  - BPAC developed the vision for the village streets project with Mobycon of Durham, NC as they are national leaders in shared street design.
  - We are exploring whether other engineering companies can provide sufficient experience with shared streets plans as there are few, if any, other firms who have extensive experience applying these treatments in the United States.
  
- **Interjurisdictional infrastructure funding with Milford**
  - We are awaiting information from Milford regarding project costs for infrastructure work along Amherst St. **It may be beneficial for the BoS to check in on that.**
  - There are several interjurisdictional funding opportunities that have been named, though details have not been released. Preliminary information indicates several 100% funding opportunities are likely.
  
- **Baboosic Greenway (Rail Trail Project)**
  - The updated NH DOT 10-year plan continues to have project #42593, a portion of the Baboosic Greenway, which is scheduled for work between 2026-2029. This would consolidate and upgrade the route from Baboosic Lake Rd to Walnut Hill Rd. This is expected to include a timber boardwalk to the Meeting Place Mall.
  - BPAC has obtained 1 easement along the route and is in discussion with landowners along 8 additional parcels.
  - The Town of Bedford contacted BPAC recently and informed us that they are exploring purchasing over 1 mile of the abandoned rail bed in their town. They have town staff who are now actively working on advancing the project.
  - One landowner along the route owns parcels in the Town of Amherst as well as the Town of Bedford. It is likely that the easement the town has already developed will be satisfactory for the landowner, the Bedford Town Council will need to become involved in this easement process as they will have to be the easement holder for the Bedford parcel. **We request that the BoS consider helping in reaching out to the Bedford Town Council to inform them of this need.**
  
- **Extending sidepath along Amherst St eastward**
  - Between BPR and Courthouse: BPAC and DPW have been working on details for a continued routing of a sidepath along Amherst St and are exploring various options for the configuration. This remains in progress.
  - Courthouse to Birch Park/Baboosic Greenway: BPAC has been exploring an updated request to NHDOT's district 5 and complete streets advisory committee to sign off on a painted multimodal treatment 0.7 miles along Amherst St between Courthouse Rd and Birch Park. This has already been approved for the bridge crossing and the extension to Courthouse Rd needs to be formalized. **This may require DPW assistance and/or a letter from the BoS.**
  - The NH DOT 10-year plan project #42593 mentioned above would directly connect to this, continuing a multimodal facility all the way to Walnut Hill Rd.

- **NRPC Transportation Improvement Program (TIP) process**
  - This May, the NRPC will be soliciting formal requests to include projects in the regional TIP. This plan is the foundation for the NHDOT ten year plan and is the fundamental basis for establishing an infrastructure idea as an “official project”.
  - Adding a project to this plan can significantly aid in establishing the value of a project in the eyes of grant-funding agencies. This also requires no explicit commitment other than stating that, if the project were one day funded, the town would do its part to make it happen.
  - **These projects can only be submitted by town staff with the consent of the BoS.**
  - There are several projects that the Town of Amherst should consider adding to the TIP:
    - The village area project
    - The entire Baboosic Greenway, whether or not it is broken into segments, including a 12x12 box culvert under NH101 near Boston Post Road.
    - SB707-FN 2020’s proposal for a sidepath along NH122 from Amherst St to Stearns Rd.
  - It will be very important that Amherst’s representatives to the Nashua Regional Planning Commission and Transportation Technical Advisory Committee are well informed about these projects and prepared to advocate for their inclusion in the TIP.
  
- **Old Manchester Road**
  - DPW is organizing a final round of public input by neighborhood residents with reference to the proposed advisory shoulder treatment along Old Manchester Road. This will likely involve one more information session before DPW and BPAC return to BoS for project approval.
  - This project should be an example of a neutral cost project to improve low-volume multimodal access without costing more than line striping. If the project is approved, it may be included in the 2022 line striping bid.
  
- **Town Master Planning Process**
  - BPAC hasn’t been involved in the development of the master plan as most of our members have already been overcommitted. It would be worth considering, if it is not too late, to have an opportunity to have input into the plan and/or include our long-term initiatives into the plan.

**Eco-Counter**

604-3981 St-Laurent  
Montréal, Quebec  
H2W 1Y5, Canada

Contact : Olivia White  
Email : olivia.white@eco-counter.com  
Phone : 5146476722

Customer Number :

Quote Number : Q-06597

# QUOTE

**Customer**

**Town of Amherst**  
Amherst, NH  
, United States

Contact : Christopher Buchanan

**Delivery address if different**

**Subject** Town of Amherst - MULTI bicycle and pedestrian counter

**Date :** 5/17/2021

Code	Description	Unit Price	Qty	Price
<b>MULTI for Pedestrians/Cyclists</b>			<b>2</b>	<b>\$ 10,340.00</b>
SYSTEM	MULTI Pedestrian/Cycles Counter - With Direction - 2 Loops - less than 3m (10') - No Activated	\$ 4,600.00	2	\$ 9,200.00
756	15-minute interval data recording	\$ 220.00	2	\$ 440.00
1004	ReCycled Post	\$ 350.00	2	\$ 700.00
<b>Shipping</b>			<b>1</b>	<b>\$ 90.00</b>
SH96966666	Shipping	\$ 90.00	1	\$ 90.00

**Delivery lead time 4 to 5 weeks**  
**Payment by check or direct deposit, EFT, ACH within 30 days**  
**Please provide tax ID for customs clearance**  
**All prices are in US dollars**

**Total \$ 10,430.00**

**Sign and Date for Agreement**



**Eco-Counter**

604-3981 St-Laurent  
Montréal, Quebec  
H2W 1Y5, Canada

Contact : Olivia White  
Email : olivia.white@eco-counter.com  
Phone : 5146476722

**Customer Number :****Quote Number :** Q-06597

# QUOTE

**Customer**

**Town of Amherst**  
Amherst, NH  
, United States

Contact : Christopher Buchanan

**Delivery address if different****Subject** Town of Amherst - MULTI bicycle and pedestrian counter**Date :** 5/17/2021

Code	Description	Unit Price	Qty	Price
<b>MULTI for Pedestrians/Cyclists</b>			<b>2</b>	<b>\$ 11,350.00</b>
SYSTEM	MULTI Pedestrian/Cycles Counter - With Direction - 2 Loops - less than 3m (10') - Activated	\$ 4,600.00	2	\$ 9,200.00
756	15-minute interval data recording	\$ 220.00	2	\$ 440.00
761	Rainbird Manhole for soil installation	\$ 85.00	2	\$ 170.00
1004	ReCycled Post	\$ 350.00	2	\$ 700.00
850	Eco-Visio PROFESSIONNAL License, Automatic Data Transmission & Eco-Alert Service (1 year)	\$ 420.00	2	\$ 840.00
<b>Shipping</b>			<b>1</b>	<b>\$ 90.00</b>
SH96966666	Shipping	\$ 90.00	1	\$ 90.00

**Delivery lead time 4 to 5 weeks**  
**Payment by check or direct deposit, EFT, ACH within 30 days**  
**Please provide tax ID for customs clearance**  
**All prices are in US dollars**

**Total \$ 11,440.00**

**Sign and Date for Agreement**





**Town of Amherst, NH  
BOARD OF SELECTMEN  
STAFF REPORT**

**Title:** Administrative Updates  
**Meeting Date:** March 14, 2022

**Department:** Administration  
**Staff Contact:**

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**BACKGROUND INFORMATION:**

General updates

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

None



**Town of Amherst, NH  
BOARD OF SELECTMEN  
STAFF REPORT**

**Title:** Town Administrator and land purchases

**Department:** Administration

**Meeting Date:** March 14, 2022

**Staff Contact:**

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

None



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** COVID 19 Task Force Update  
**Meeting Date:** March 14, 2022

**Department:** Administration  
**Staff Contact:**

## BACKGROUND INFORMATION:

The Task Force has followed DHHS and CDC guidance throughout this pandemic and anticipated an update to guidance from the CDC at the last BOS meeting on February 22. On Friday February 25th, the CDC updated tracking measures and masking guidance.

The Country Transmission Tracker has transitioned to a Community Level Tracker. It is now using filled hospital beds, hospital admission, and the total number of new COVID 19 cases to determine recommended **Prevention Steps**. Risk levels are Low, Medium and High. The map and information can be found on this CDC link:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html> The current Community Level in Hillsborough County on March 9 is Low.

## What Prevention Steps Should You Take Based on Your COVID-19 Community Level?

Community Burden Levels

Low	Medium	High
<ul style="list-style-type: none"> <li>Stay <a href="#">up to date</a> with COVID-19 vaccines</li> <li><a href="#">Get tested</a> if you have symptoms</li> </ul>	<ul style="list-style-type: none"> <li>If you are <a href="#">at high risk for severe illness</a>, talk to your healthcare provider about whether you need to wear a mask and take other precautions</li> <li>Stay <a href="#">up to date</a> with COVID-19 vaccines</li> <li><a href="#">Get tested</a> if you have symptoms</li> </ul>	<ul style="list-style-type: none"> <li>Wear a <a href="#">mask</a> indoors in public</li> <li>Stay <a href="#">up to date</a> with COVID-19 vaccines</li> <li><a href="#">Get tested</a> if you have symptoms</li> <li>Additional precautions may be needed for people <a href="#">at high risk for severe illness</a></li> </ul>

**People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask. If you are immunocompromised, learn more about [how to protect yourself](#).**

The Board of Selectmen requested we update Town guidance as soon as possible for CDC/DHHS changes. Masking guidance was updated on Monday February 28th for all Town Buildings. Department Heads were alerted to the update to the guidance and

signage change: **“Masks are optional. Please respect other people’s choices”**.

It is important to note that reporting Protocols for Town Employees and masking guidance for those who are experiencing symptoms, test positive or are exposed to COVID 19 has not changed, per CDC guidance.

We will continue to stay abreast of DHHS and CDC updates.

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

ATTACHMENTS:

None



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Town Hall water damage repair  
**Meeting Date:** March 14, 2022

**Department:** Public Works  
**Staff Contact:** Eric Slosek

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## **BACKGROUND INFORMATION:**

On January 3, 2022, a water leak was discovered at Town Hall. The leak was discovered to be coming from a pin hole in the sprinkler system piping on the second floor. The leak was repaired. A claim was made for the damage with Primex. Primex sent an insurance adjuster, David Gogolen, to inspect the damage. David estimated the damage and provided the town with an estimate, and a scope of work. The cost estimate Primex gave us totaled \$9,772.05. We used the scope of work to solicit estimates from local contractors for this work. A total of five contractors were solicited. Two contractors did not return our call. Three contractors indicated they were interested in giving us an estimate. In the end, only one contractor provided us with an estimate. The other two contractors who were initially interested did not return multiple follow-up calls.

We recommend the work be awarded to Northern Improvements, a local Amherst Company. Their estimate of \$8,640.00 was below the estimate provided by Primex. Upon completion of work, we anticipate submitting the completed invoice for the work to Primex for reimbursement. We will be responsible to pay the deductible of \$1,000.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

Initially \$8,640.00 from 01-4194-40-2430, Equipment Repair & Maintenance; \$7,640 to be reimbursed by Primex.

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

Recommend to award the work to repair the water damage at Town Hall to Northern Improvements.

## **SUGGESTED MOTION:**

I move to award the work to repair the water damage at Town Hall, caused by a leak in the fire sprinkler system, to Northern Improvements for the amount of \$8,640.00. Primex will reimburse the Town for the contract amount less the \$1,000 deductible.

**TOWN ADMINISTRATOR RECOMMENDATION:**

Have no problem with the price, but would like to once again point out that we only received one bid. I think it is important for the DPW to expand their list of contractors.

**ATTACHMENTS:**

1. 2022 ins claim town hall
2. AMHERSTTOWNHALL\_FINAL\_DRAFT\_DEPREC\_CAR
3. AMHERSTTOWNHALL\_SCOPE\_REPORT\_CAR
4. northern improvements est
5. award Forms for PDay 3.2.22

## Pat Delisle

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**From:** notifications@nhprimex.org  
**Sent:** Tuesday, January 11, 2022 10:51 AM  
**To:** Pat Delisle  
**Cc:** Jennifer Stover  
**Subject:** Notice of Claim PR20223010418  
**Attachments:** Abstract.pdf

We have received your Property claim that occurred on 1/3/2022. A copy of the Notice of Claim has been attached to this email. David Gogolen has been assigned to handle this claim.

David Gogolen, Senior Claims Representative

Email: [dgogolen@nhprimex.org](mailto:dgogolen@nhprimex.org)

Direct Phone #: (800) 698-2364 x192

Direct Fax #: (603) 369-6043

If you have any questions concerning this claim, please feel free to contact David Gogolen.

Thank you,  
Primex3 Claims

NH Public Risk Management Exchange (Primex3)

46 Donovan Street

Concord, NH 03301-2624

Company T: (800) 698-2364 NH Toll Free

Company F: (603) 228-3833

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**Member**

Member	Town of Amherst	<b>PL Program Primary Contact</b>	
Address1	2 Main Street	Name	Jennifer Stover
City State Zip	Amherst, New Hampshire 03031	Title	Human Resources
		Email	Jstover@amherstnh.gov
		Phone	(603) 673-6041

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**Claim Details**

Incident Number	MP20223010418	Coverage	Property
Claim Number	PR20223010418	Subtype	PR - Property Damage
Status	Open	Policy	PL-106-2021 - 2021 Town of Amherst
Jurisdiction State	New Hampshire	Adjuster User	David Gogolen
Loss Date	01/03/2022	Admin User	Jane Anzalone
Loss Time	3:30 PM	Member Risk Manager	Phil St. Cyr
Report Date	01/11/2022		
Incident To Claim Date	01/11/2022		
Reserve Project Review Completed	<input type="checkbox"/>		
Submitted for Reinsurance	<input type="checkbox"/>		
Restricted P3 Claims Text	<input type="checkbox"/>		
File Open for RDH	<input type="checkbox"/>		

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**Loss Information**

Department	DPW/Equipment	Location	17488 - TOWN HALL
Department Contact	Delisle, Pat	Accident Street1	2 MAIN STREET
Cause	Sprinkler Leakage	Accident City	AMHERST
Nature	Building/Contents - Other	Accident State	New Hampshire
If Other, please specify	metal fatigue	Accident Postal	03031
Description of Accident	Fire Sprinkler system leak		

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**Claimant Information - Town of Amherst**

Address	2 Main Street
Is Claimant Business?	Yes
City	Amherst
Claimant Business Name	Town of Amherst
State	New Hampshire
Claimant	Town of Amherst
Postal Code	03031
Phone	(603) 673-6041
Medicare Eligible?	

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**Property Damage**

Describe damage to property	Pipe/leak caused damage to wodden sheet rock
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**Litigation Information**

.awsuit

Lawsuit Filed



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### Subrogation

Subrogation No

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### Notice Submitted By

User Patricia Delisle  
Name Patricia Delisle  
Email Address  pdelisle@amherstnh.gov

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### SO Data

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### Files

File	Description	Folder	Attached By	Attach Date	Size
incident_MP20223010418.pdf		Correspondence	Patricia Delisle	01/11/2022	74kb

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### Non-Member Parties

Name	Cell Phone	Email	Address	City	Was a vehicle involved?	VIN
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Insured: Amherst, Town of  
Property: 2 Main St  
Amherst, NH 03031

Claim Rep.: David Gogolen  
Position: Sr. Claims Rep.  
Company: Primex  
Business: 46 Donovan St  
Concord, NH 03301

Business: (603) 410-2192  
E-mail: dgogolen@nhprimex.org

Estimator: David Gogolen  
Position: Sr. Claims Rep.  
Company: Primex  
Business: 46 Donovan St  
Concord, NH 03301

Business: (603) 410-2192  
E-mail: dgogolen@nhprimex.org

**Claim Number:**

**Policy Number:**

**Type of Loss:**

Date of Loss:	1/3/2022 10:42 AM	Date Received:	
Date Inspected:	1/14/2022 10:43 AM	Date Entered:	1/20/2022 9:03 AM
Price List:	NHMA8X_JAN22 Restoration/Service/Remodel		
Estimate:	AMHERSTTOWNHALL		

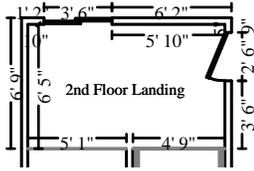
This estimate is not an authorization to repair .  
 -The estimate does not include any allowance for hidden damages. If hidden damages are discovered during the course of repairs, contact the adjuster immediately for further consideration as a reinspection may be required.  
 -Primex does not require the use of any specific contractor to make repairs, and we cannot recommend contractors. However, if you request, we will provide names of contractors capable of performing repairs per this estimate. In the event that we provide the names of contractors for you to consider, Primex does not warrant or guarantee the work of any contractor.

**AMHERSTTOWNHALL**

**Level 2**

**2nd Floor LAnding**

**Height: 10' 6"**



256.78 SF Walls	65.24 SF Ceiling
322.01 SF Walls & Ceiling	65.24 SF Floor
7.25 SY Flooring	28.08 LF Floor Perimeter
27.75 LF Ceil. Perimeter	

**Missing Wall - Goes to Ceiling**

**5' 1" X 7' 6"**

**Opens into STAIRS\_TO\_1S**

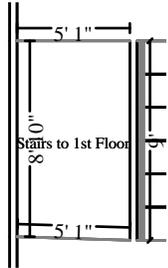
**Missing Wall**

**4' 9" X 10' 6"**

**Opens into STAIRS**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
1. General Demolition - per hour	4.00 HR	47.27	0.00	37.82	226.90	(0.00)	226.90
2. Batt insulation - 6" - R21 - paper / foil faced	42.00 SF	1.49	0.00	12.52	75.10	(0.00)	75.10
3. 5/8" drywall - hung, taped, with smooth wall finish	42.00 SF	3.29	0.00	27.64	165.82	(0.00)	165.82
4. Drywall Installer / Finisher - per hour	8.00 HR	79.38	0.00	127.00	762.04	(0.00)	762.04
5. T & G paneling - double beaded vee (unfinished)	21.00 SF	6.72	0.00	28.22	169.34	(0.00)	169.34
6. Finish Carpenter - per hour	1.00 HR	62.33	0.00	12.46	74.79	(0.00)	74.79
Re-install chair rail trim & additional labor for fitting base trim							
7. Baseboard - 4 1/4" hardwood	8.00 LF	5.91	0.00	9.46	56.74	(0.00)	56.74
8. Quarter round - 3/4" - hardwood	6.00 LF	2.27	0.00	2.72	16.34	(0.00)	16.34
9. Vinyl Floor Covering - Labor Minimum	1.00 EA	295.28	0.00	59.06	354.34	(0.00)	354.34
10. Seal more than the room height w/PVA primer - one coat	44.63 SF	0.68	0.00	6.08	36.43	(0.00)	36.43
11. Paint more than the room height - two coats	72.63 SF	1.09	0.00	15.84	95.01	(0.00)	95.01
12. Paint the ceiling - one coat	65.24 SF	0.75	0.00	9.78	58.71	(0.00)	58.71
13. Seal & paint paneling	21.00 SF	1.36	0.00	5.72	34.28	(0.00)	34.28
14. Paint chair rail - two coats	6.00 LF	1.67	0.00	2.00	12.02	(0.00)	12.02
15. Seal & paint baseboard - three coats	8.00 LF	2.46	0.00	3.94	23.62	(0.00)	23.62
16. Add allowance for three colors*	1.00 RM	50.00	0.00	10.00	60.00	(0.00)	60.00
17. Baseboard electric heater - in place - Detach & reset	1.00 EA	18.58	0.00	3.72	22.30	(0.00)	22.30
18. Outlet or switch - Detach & reset	1.00 EA	18.23	0.00	3.64	21.87	(0.00)	21.87

**Totals: 2nd Floor LAnding** **0.00 377.62 2,265.65 0.00 2,265.65**



**Stairs to 1st Floor**

**Height: 21'**

377.83 SF Walls	45.33 SF Ceiling
423.16 SF Walls & Ceiling	45.33 SF Floor
5.04 SY Flooring	22.92 LF Floor Perimeter
17.83 LF Ceil. Perimeter	

Missing Wall - Goes to Ceiling

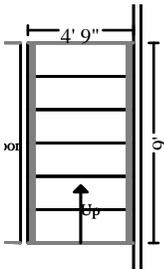
5' 1" X 18'

Opens into DEF\_2ND\_FLOOR

Missing Wall

5' 1" X 21'

Opens into STAIR\_LANDIN



**Subroom: Stairs (1)**

**Height: 15' 6"**

210.21 SF Walls	42.75 SF Ceiling
252.96 SF Walls & Ceiling	67.69 SF Floor
7.52 SY Flooring	9.97 LF Floor Perimeter
9.00 LF Ceil. Perimeter	

Missing Wall

4' 9" X 15' 6"

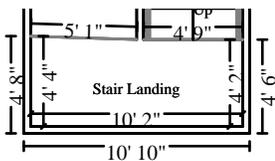
Opens into STAIR\_LANDIN

Missing Wall

4' 9" X 15' 6"

Opens into DEF\_2ND\_FLOOR

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
19. Paint the ceiling - one coat	88.08 SF	0.75	0.00	13.22	79.28	(0.00)	79.28
<b>Totals: Stairs to 1st Floor</b>			<b>0.00</b>	<b>13.22</b>	<b>79.28</b>	<b>0.00</b>	<b>79.28</b>



**Stair Landing**

**Height: 15' 6"**

289.36 SF Walls	42.80 SF Ceiling
332.16 SF Walls & Ceiling	42.80 SF Floor
4.76 SY Flooring	18.67 LF Floor Perimeter
23.42 LF Ceil. Perimeter	

Missing Wall

5' 1" X 15' 6"

Opens into STAIRS\_TO\_1S

Missing Wall

4' 9" X 15' 6"

Opens into STAIRS

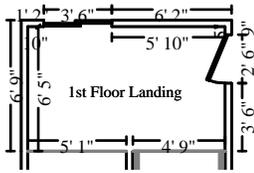
DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
20. Paint the ceiling - one coat	42.80 SF	0.75	0.00	6.42	38.52	(0.00)	38.52
21. Scaffolding Setup & Take down - per hour	6.00 HR	40.06	0.00	48.08	288.44	(0.00)	288.44
22. Scaffold - per section (per day)	6.00 DA	25.28	0.00	30.34	182.02	(0.00)	182.02
<b>Totals: Stair Landing</b>			<b>0.00</b>	<b>84.84</b>	<b>508.98</b>	<b>0.00</b>	<b>508.98</b>

<b>Total: Level 2</b>			<b>0.00</b>	<b>475.68</b>	<b>2,853.91</b>	<b>0.00</b>	<b>2,853.91</b>
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**Level 1**

**1st Floor Landing**

**Height: 10' 6"**



256.78 SF Walls  
322.01 SF Walls & Ceiling  
7.25 SY Flooring  
27.75 LF Ceil. Perimeter

65.24 SF Ceiling  
65.24 SF Floor  
28.08 LF Floor Perimeter

**Missing Wall - Goes to Ceiling**

**5' 1" X 7' 6"**

**Opens into STAIRS\_TO\_LO**

**Missing Wall**

**4' 9" X 10' 6"**

**Opens into STAIRS**

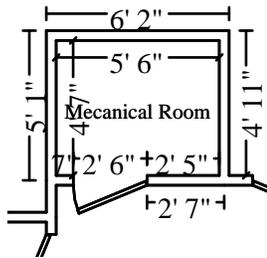
DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
23. General Demolition - per hour	6.00 HR	47.27	0.00	56.72	340.34	(0.00)	340.34
24. Finish Carpenter - Removal of trim to be salvaged*	2.00 HR	62.33	0.00	24.94	149.60	(0.00)	149.60
25. Batt insulation - 6" - R21 - paper / foil faced	42.00 SF	1.49	0.00	12.52	75.10	(0.00)	75.10
26. 5/8" drywall - hung, taped, with smooth wall finish	42.00 SF	3.29	0.00	27.64	165.82	(0.00)	165.82
27. Drywall Installer / Finisher - per hour	8.00 HR	79.38	0.00	127.00	762.04	(0.00)	762.04
28. T & G paneling - double beaded vee (unfinished)	21.00 SF	6.72	0.00	28.22	169.34	(0.00)	169.34
29. Finish Carpenter - per hour	1.00 HR	62.33	0.00	12.46	74.79	(0.00)	74.79
Re-install chair rail trim & additional labor for fitting base trim							
30. Baseboard - 4 1/4" hardwood	8.00 LF	5.91	0.00	9.46	56.74	(0.00)	56.74
31. Quarter round - 3/4" - hardwood	6.00 LF	2.27	0.00	2.72	16.34	(0.00)	16.34
32. Seal more than the room height w/PVA primer - one coat	44.63 SF	0.68	0.00	6.08	36.43	(0.00)	36.43
33. Paint more than the room height - two coats	72.63 SF	1.09	0.00	15.84	95.01	(0.00)	95.01
34. Paint the ceiling - one coat	65.24 SF	0.75	0.00	9.78	58.71	(0.00)	58.71
35. Seal & paint paneling	21.00 SF	1.36	0.00	5.72	34.28	(0.00)	34.28
36. Paint chair rail - two coats	6.00 LF	1.67	0.00	2.00	12.02	(0.00)	12.02
37. Seal & paint baseboard - three coats	8.00 LF	2.46	0.00	3.94	23.62	(0.00)	23.62
38. Add allowance for three colors*	1.00 RM	50.00	0.00	10.00	60.00	(0.00)	60.00
39. Baseboard electric heater - in place - Detach & reset	1.00 EA	18.58	0.00	3.72	22.30	(0.00)	22.30
40. Outlet or switch - Detach & reset	1.00 EA	18.23	0.00	3.64	21.87	(0.00)	21.87
<b>Totals: 1st Floor Landing</b>			<b>0.00</b>	<b>362.40</b>	<b>2,174.35</b>	<b>0.00</b>	<b>2,174.35</b>

**Total: Level 1** **0.00** **362.40** **2,174.35** **0.00** **2,174.35**

**Lower Level**



DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
59. Drywall patch / small repair, ready for paint	1.00 EA	71.89	0.00	14.38	86.27	(0.00)	86.27
60. Seal/prime then paint part of the walls (2 coats)	176.00 SF	1.09	0.00	38.36	230.20	(0.00)	230.20
61. Install 5 lb. ABC fire extinguisher	1.00 EA	6.89	0.00	1.38	8.27	(0.00)	8.27
<b>Totals: Utility Hall</b>			<b>0.00</b>	<b>54.12</b>	<b>324.74</b>	<b>0.00</b>	<b>324.74</b>



**Mecanical Room**

**Height: 8'**

161.91 SF Walls	25.37 SF Ceiling
187.28 SF Walls & Ceiling	25.37 SF Floor
2.82 SY Flooring	20.24 LF Floor Perimeter
20.24 LF Ceil. Perimeter	

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
62. Acoustic Ceiling - Labor Minimum	1.00 EA	238.39	0.00	47.68	286.07	(0.00)	286.07
63. Material Only Suspended ceiling tile - 2' x 2'	8.00 SF	1.46	0.00	2.34	14.02	(0.00)	14.02
<b>Totals: Mecanical Room</b>			<b>0.00</b>	<b>50.02</b>	<b>300.09</b>	<b>0.00</b>	<b>300.09</b>
<b>Total: Lower Level</b>			<b>0.00</b>	<b>525.58</b>	<b>3,153.46</b>	<b>0.00</b>	<b>3,153.46</b>

**General**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
64. Final cleaning - construction - Commercial*	6.00 HR	39.74	0.00	47.68	286.12	(0.00)	286.12
65. Tandem axle dump trailer - per load - including dump fees	1.00 EA	384.58	0.00	76.92	461.50	(0.00)	461.50
66. Electrician - per hour Additional Electrical allowance for multiple visits	6.00 HR	95.03	0.00	114.04	684.22	(0.00)	684.22
<b>Totals: General</b>			<b>0.00</b>	<b>238.64</b>	<b>1,431.84</b>	<b>0.00</b>	<b>1,431.84</b>

**Labor Minimums Applied**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
67. Insulation labor minimum	1.00 EA	132.07	0.00	26.42	158.49	(0.00)	158.49

**CONTINUED - Labor Minimums Applied**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
<b>Totals: Labor Minimums Applied</b>			<b>0.00</b>	<b>26.42</b>	<b>158.49</b>	<b>0.00</b>	<b>158.49</b>
<b>Line Item Totals: AMHERSTTOWNHALL</b>			<b>0.00</b>	<b>1,628.72</b>	<b>9,772.05</b>	<b>0.00</b>	<b>9,772.05</b>

**Grand Total Areas:**

3,074.29	SF Walls	602.56	SF Ceiling	3,676.85	SF Walls and Ceiling
652.44	SF Floor	72.49	SY Flooring	255.18	LF Floor Perimeter
0.00	SF Long Wall	0.00	SF Short Wall	256.74	LF Ceil. Perimeter
652.44	Floor Area	679.82	Total Area	2,462.28	Interior Wall Area
2,345.68	Exterior Wall Area	188.67	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		

**Summary for Dwelling**

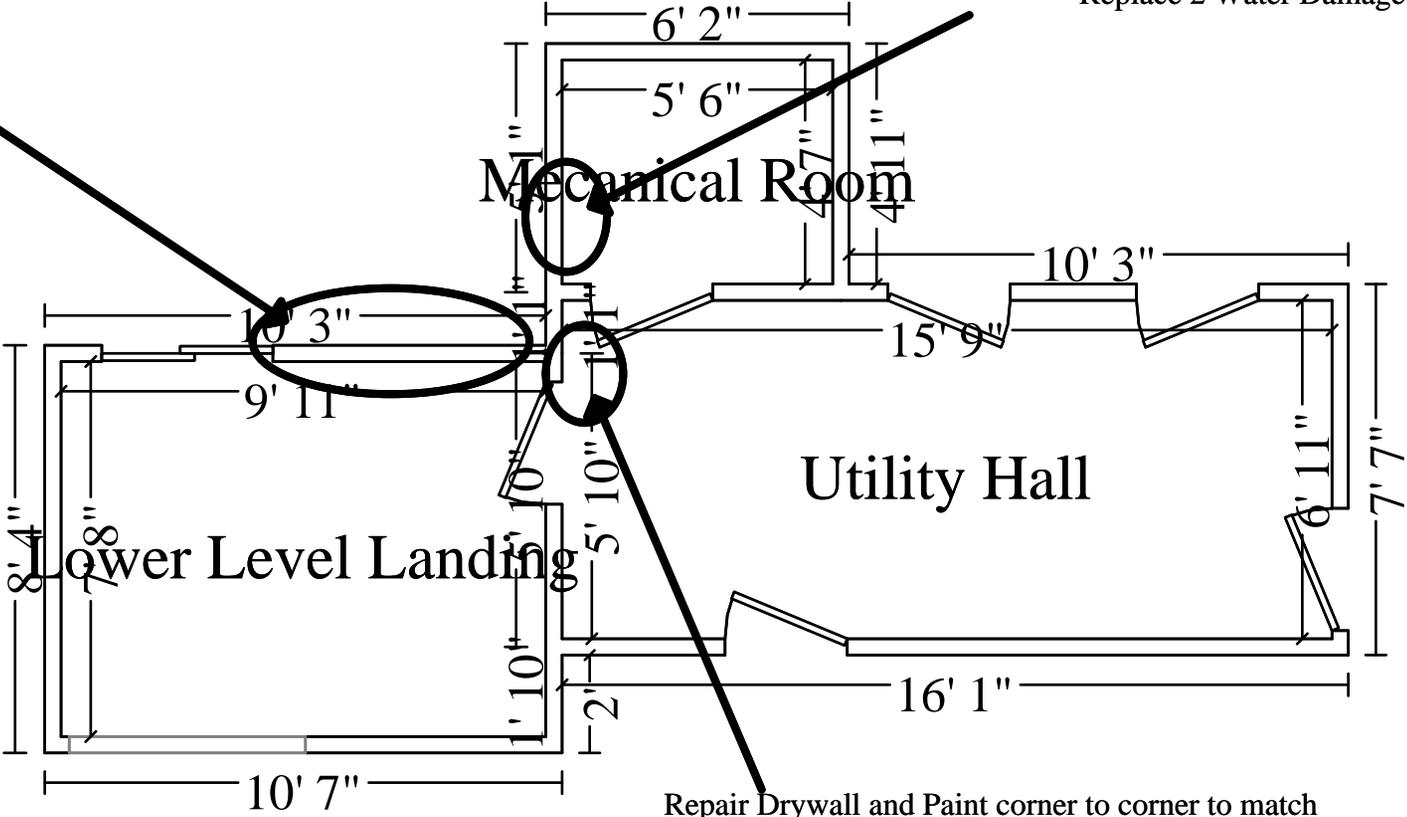
Line Item Total	8,143.33
Overhead	814.36
Profit	814.36
<b>Replacement Cost Value</b>	<b>\$9,772.05</b>
<b>Net Claim</b>	<b>\$9,772.05</b>

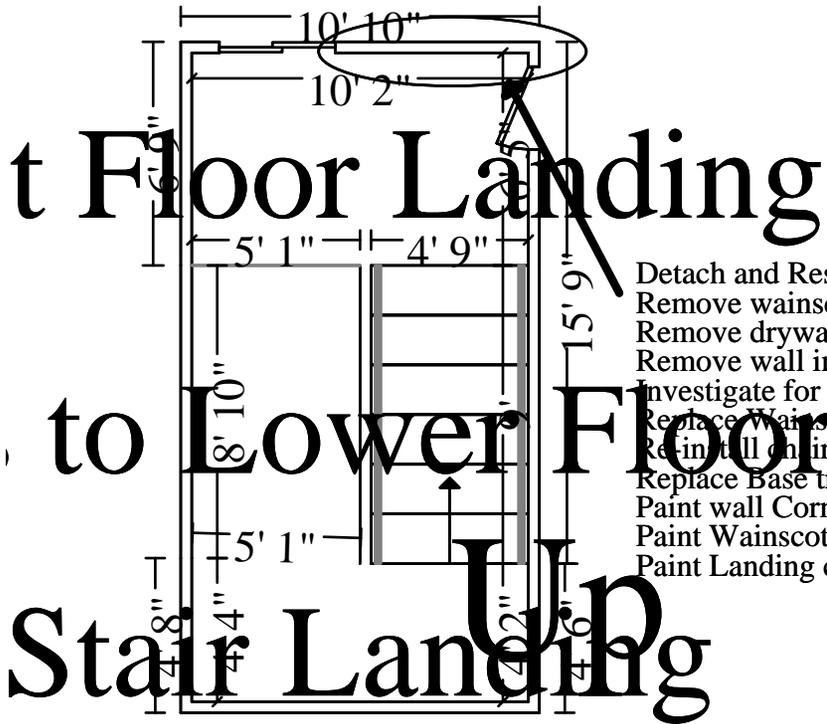
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David Gogolen  
Sr. Claims Rep.

Remove wainscot paneling, Chair Rail and Base Trim,  
 Remove drywall 4' from corner Floor to Ceiling,  
 Remove wall insulation 4' from Corner Floor to Ceiling.  
 Investigate for Possible damage to Drywall in Elevator Shaft Wall (Repair to be considered a supplement)  
 Replace Wainscot, Drywall and Insulation to match,  
 Replace Fire Rated Access Door,  
 Re-install chair rail,  
 Replace Base trim to Match  
 Paint 2 walls to Match,  
 Paint Wainscot to Match  
 Paint Landing ceiling

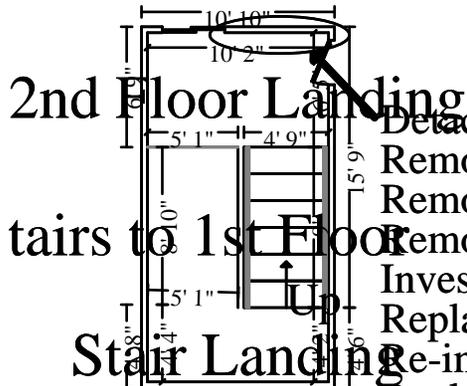
Replace 2 Water Damage Ceiling tile





Detach and Rest Wall Heater,  
 Remove wainscot paneling,  
 Remove drywall 4' from corner Floor to Ceiling,  
 Remove wall insulation 4' from Corner Floor to Ceiling.  
 Investigate for Possible damage to Drywall in Elevator Shaft Wall (Repair to be considered a supplement)  
 Replace Wainscot, Drywall and Insulation to match,  
 Re-install hand rail,  
 Replace Base trim to Match  
 Paint wall Corner to Corner,  
 Paint Wainscot to Match,  
 Paint Landing ceiling





2nd Floor Landing

stairs to 1st Floor

Stair Landing

- Detach and Rest Wall Heater,
- Remove wainscot paneling,
- Remove drywall 4' from corner Floor to Ceiling,
- Remove wall insulation 4' from Corner Floor to Ceiling.
- Investigate for Possible damage to Drywall in Elevator Shaft Wall (Repair to be considered a su
- Replace to match,
- Re-install chair rail,
- Replace Base trim to Match
- Paint wall Corner to Corner,
- Paint Wainscot to Match,
- Paint entire ceiling
- Floor Tile Repair (Town to provide matching tile)



Insured: Amherst, Town of  
Property: 2 Main St  
Amherst, NH 03031

Claim Rep.: David Gogolen  
Position: Sr. Claims Rep.  
Company: Primex  
Business: 46 Donovan St  
Concord, NH 03301

Business: (603) 410-2192  
E-mail: dgogolen@nhprimex.org

Estimator: David Gogolen  
Position: Sr. Claims Rep.  
Company: Primex  
Business: 46 Donovan St  
Concord, NH 03301

Business: (603) 410-2192  
E-mail: dgogolen@nhprimex.org

**Claim Number:**

**Policy Number:**

**Type of Loss:**

Date of Loss: 1/3/2022 10:42 AM  
Date Inspected: 1/14/2022 10:43 AM

Date Received:  
Date Entered: 1/20/2022 9:03 AM

Price List: NHMA8X\_JAN22  
Restoration/Service/Remodel  
Estimate: AMHERSTTOWNHALL

This estimate is not an authorization to repair .

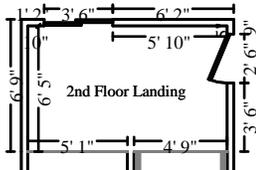
- The estimate does not include any allowance for hidden damages. If hidden damages are discovered during the course of repairs, contact the adjuster immediately for further consideration as a reinspection may be required.
- Primex does not require the use of any specific contractor to make repairs, and we cannot recommend contractors. However, if you request, we will provide names of contractors capable of performing repairs per this estimate. In the event that we provide the names of contractors for you to consider, Primex does not warrant or guarantee the work of any contractor.

**AMHERSTTOWNHALL**

**Level 2**

**2nd Floor LAnding**

**Height: 10' 6"**



256.78 SF Walls
322.01 SF Walls & Ceiling
7.25 SY Flooring
27.75 LF Ceil. Perimeter

65.24 SF Ceiling
65.24 SF Floor
28.08 LF Floor Perimeter

**Missing Wall - Goes to Ceiling**

**5' 1" X 7' 6"**

**Opens into STAIRS\_TO\_1S**

**Missing Wall**

**4' 9" X 10' 6"**

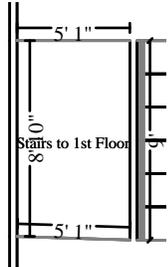
**Opens into STAIRS**

**DESCRIPTION**

**QTY**

1. General Demolition - per hour	4.00 HR
2. Batt insulation - 6" - R21 - paper / foil faced	42.00 SF
3. 5/8" drywall - hung, taped, with smooth wall finish	42.00 SF
4. Drywall Installer / Finisher - per hour	8.00 HR
5. T & G paneling - double beaded vee (unfinished)	21.00 SF
6. Finish Carpenter - per hour	1.00 HR
Re-install chair rail trim & additional labor for fitting base trim	
7. Baseboard - 4 1/4" hardwood	8.00 LF
8. Quarter round - 3/4" - hardwood	6.00 LF
9. Vinyl Floor Covering - Labor Minimum	1.00 EA
10. Seal more than the room height w/PVA primer - one coat	44.63 SF
11. Paint more than the room height - two coats	72.63 SF
12. Paint the ceiling - one coat	65.24 SF
13. Seal & paint paneling	21.00 SF
14. Paint chair rail - two coats	6.00 LF
15. Seal & paint baseboard - three coats	8.00 LF
16. Add allowance for three colors	1.00 RM
17. Baseboard electric heater - in place - Detach & reset	1.00 EA
18. Outlet or switch - Detach & reset	1.00 EA

NOTES:



**Stairs to 1st Floor**

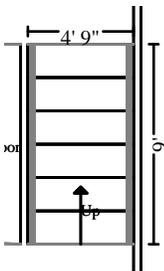
**Height: 21'**

377.83 SF Walls	45.33 SF Ceiling
423.16 SF Walls & Ceiling	45.33 SF Floor
5.04 SY Flooring	22.92 LF Floor Perimeter
17.83 LF Ceil. Perimeter	

Missing Wall - Goes to Ceiling  
Missing Wall

5' 1" X 18'  
5' 1" X 21'

Opens into DEF\_2ND\_FLOOR  
Opens into STAIR\_LANDIN



**Subroom: Stairs (1)**

**Height: 15' 6"**

210.21 SF Walls	42.75 SF Ceiling
252.96 SF Walls & Ceiling	67.69 SF Floor
7.52 SY Flooring	9.97 LF Floor Perimeter
9.00 LF Ceil. Perimeter	

Missing Wall  
Missing Wall

4' 9" X 15' 6"  
4' 9" X 15' 6"

Opens into STAIR\_LANDIN  
Opens into DEF\_2ND\_FLOOR

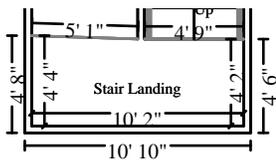
**DESCRIPTION**

**QTY**

19. Paint the ceiling - one coat

88.08 SF

NOTES:



**Stair Landing**

**Height: 15' 6"**

289.36 SF Walls	42.80 SF Ceiling
332.16 SF Walls & Ceiling	42.80 SF Floor
4.76 SY Flooring	18.67 LF Floor Perimeter
23.42 LF Ceil. Perimeter	

Missing Wall  
Missing Wall

5' 1" X 15' 6"  
4' 9" X 15' 6"

Opens into STAIRS\_TO\_1S  
Opens into STAIRS

**DESCRIPTION**

**QTY**

**CONTINUED - Stair Landing**

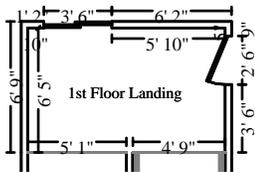
<b>DESCRIPTION</b>	<b>QTY</b>
20. Paint the ceiling - one coat	42.80 SF
21. Scaffolding Setup & Take down - per hour	6.00 HR
22. Scaffold - per section (per day)	6.00 DA

NOTES:

**Level 1**

**1st Floor Landing**

**Height: 10' 6"**



256.78 SF Walls	65.24 SF Ceiling
322.01 SF Walls & Ceiling	65.24 SF Floor
7.25 SY Flooring	28.08 LF Floor Perimeter
27.75 LF Ceil. Perimeter	

**Missing Wall - Goes to Ceiling**

**5' 1" X 7' 6"**

**Opens into STAIRS\_TO\_LO**

**Missing Wall**

**4' 9" X 10' 6"**

**Opens into STAIRS**

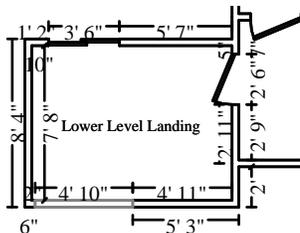
<b>DESCRIPTION</b>	<b>QTY</b>
23. General Demolition - per hour	6.00 HR
24. Finish Carpenter - Removal of trim to be salvaged	2.00 HR
25. Batt insulation - 6" - R21 - paper / foil faced	42.00 SF
26. 5/8" drywall - hung, taped, with smooth wall finish	42.00 SF
27. Drywall Installer / Finisher - per hour	8.00 HR
28. T & G paneling - double beaded vee (unfinished)	21.00 SF
29. Finish Carpenter - per hour	1.00 HR
Re-install chair rail trim & additional labor for fitting base trim	
30. Baseboard - 4 1/4" hardwood	8.00 LF
31. Quarter round - 3/4" - hardwood	6.00 LF
32. Seal more than the room height w/PVA primer - one coat	44.63 SF

**CONTINUED - 1st Floor Landing**

DESCRIPTION	QTY
33. Paint more than the room height - two coats	72.63 SF
34. Paint the ceiling - one coat	65.24 SF
35. Seal & paint paneling	21.00 SF
36. Paint chair rail - two coats	6.00 LF
37. Seal & paint baseboard - three coats	8.00 LF
38. Add allowance for three colors	1.00 RM
39. Baseboard electric heater - in place - Detach & reset	1.00 EA
40. Outlet or switch - Detach & reset	1.00 EA

NOTES:

**Lower Level**



**Lower Level Landing**

**Height: 8' 11"**

281.35 SF Walls	76.03 SF Ceiling
357.38 SF Walls & Ceiling	76.03 SF Floor
8.45 SY Flooring	30.33 LF Floor Perimeter
35.17 LF Ceil. Perimeter	

**Missing Wall - Goes to Floor**

**4' 10" X 6' 8"**

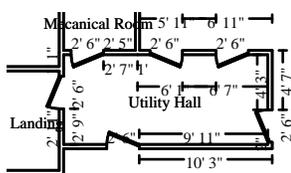
**Opens into Exterior**

DESCRIPTION	QTY
41. General Demolition - per hour	6.00 HR
42. Finish Carpenter - Removal of trim to be salvaged	2.00 HR
43. Batt insulation - 6" - R21 - paper / foil faced	35.67 SF
44. 5/8" drywall - hung, taped, with smooth wall finish	35.67 SF
45. Drywall Installer / Finisher - per hour	8.00 HR
46. T & G paneling - double beaded vee (unfinished)	21.00 SF
47. Finish Carpenter - per hour	1.00 HR

**CONTINUED - Lower Level Landing**

DESCRIPTION	QTY
Re-install chair rail trim & additional labor for fitting base trim	
48. Baseboard - 4 1/4" hardwood	8.00 LF
49. Quarter round - 3/4" - hardwood	6.00 LF
50. Seal more than the room height w/PVA primer - one coat	37.90 SF
51. Paint more than the room height - two coats	61.67 SF
52. Paint the ceiling - one coat	76.03 SF
53. Seal & paint paneling	21.00 SF
54. Paint chair rail - two coats	6.00 LF
55. Seal & paint baseboard - three coats	8.00 LF
56. Add allowance for three colors	1.00 RM
57. Outlet or switch - Detach & reset	1.00 EA
58. FW-5050-DW Access Door - Installed	1.00 EA

NOTES:



**Utility Hall**

**Height: 8'**

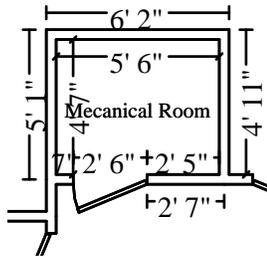
362.67 SF Walls	108.94 SF Ceiling
471.60 SF Walls & Ceiling	108.94 SF Floor
12.10 SY Flooring	45.33 LF Floor Perimeter
45.33 LF Ceil. Perimeter	

DESCRIPTION	QTY
59. Drywall patch / small repair, ready for paint	1.00 EA
60. Seal/prime then paint part of the walls (2 coats)	176.00 SF
61. Install 5 lb. ABC fire extinguisher	1.00 EA

**CONTINUED - Utility Hall**

DESCRIPTION	QTY
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NOTES:



**Mecanical Room**

**Height: 8'**

161.91 SF Walls	25.37 SF Ceiling
187.28 SF Walls & Ceiling	25.37 SF Floor
2.82 SY Flooring	20.24 LF Floor Perimeter
20.24 LF Ceil. Perimeter	

DESCRIPTION	QTY
-------------	-----

62. Acoustic Ceiling - Labor Minimum	1.00 EA
63. Material Only Suspended ceiling tile - 2' x 2'	8.00 SF

NOTES:

**General**

DESCRIPTION	QTY
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64. Final cleaning - construction - Commercial	6.00 HR
65. Tandem axle dump trailer - per load - including dump fees	1.00 EA
66. Electrician - per hour	6.00 HR
Additional Electrical allowance for multiple visits	

**CONTINUED - General**

DESCRIPTION	QTY
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NOTES:

**Labor Minimums Applied**

DESCRIPTION	QTY
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67. Insulation labor minimum	1.00 EA
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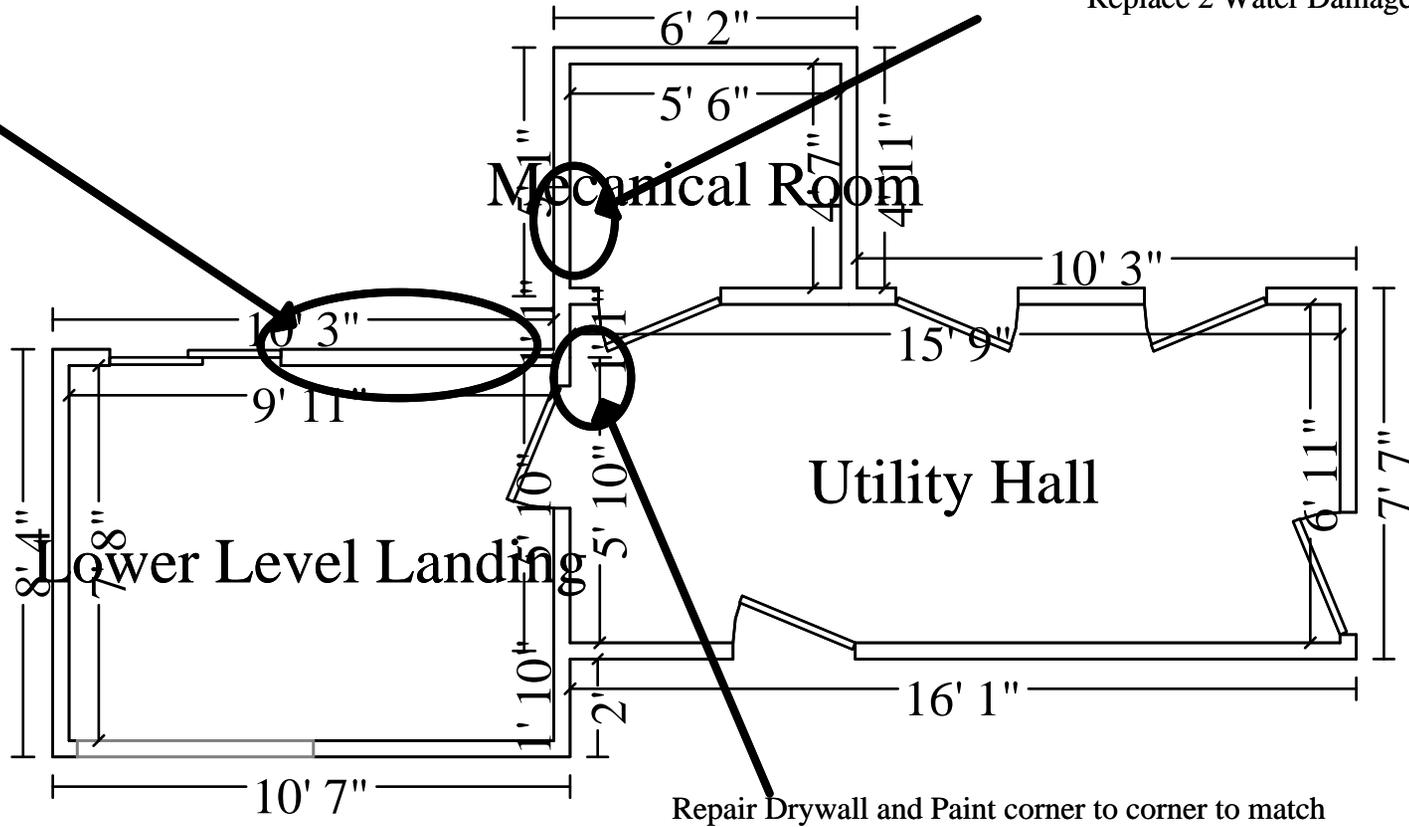
NOTES:

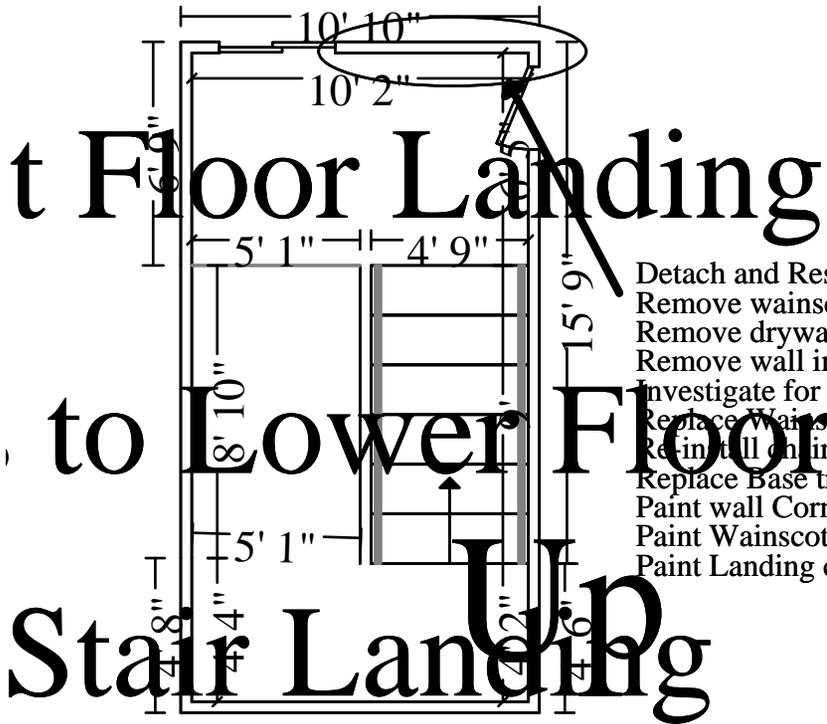
**Grand Total Areas:**

3,074.29 SF Walls	602.56 SF Ceiling	3,676.85 SF Walls and Ceiling
652.44 SF Floor	72.49 SY Flooring	255.18 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	256.74 LF Ceil. Perimeter
652.44 Floor Area	679.82 Total Area	2,462.28 Interior Wall Area
2,345.68 Exterior Wall Area	188.67 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

Remove wainscot paneling, Chair Rail and Base Trim,  
 Remove drywall 4' from corner Floor to Ceiling,  
 Remove wall insulation 4' from Corner Floor to Ceiling.  
 Investigate for Possible damage to Drywall in Elevator Shaft Wall (Repair to be considered a supplement)  
 Replace Wainscot, Drywall and Insulation to match,  
 Replace Fire Rated Access Door,  
 Re-install chair rail,  
 Replace Base trim to Match  
 Paint 2 walls to Match,  
 Paint Wainscot to Match  
 Paint Landing ceiling

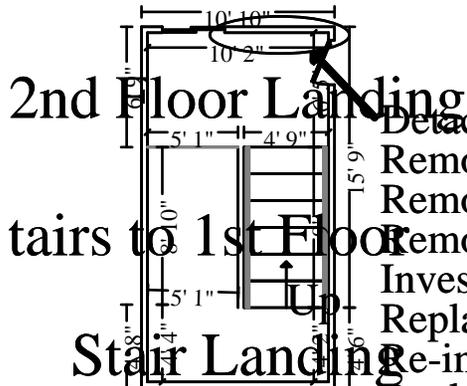
Replace 2 Water Damage Ceiling tile





Detach and Rest Wall Heater,  
 Remove wainscot paneling,  
 Remove drywall 4' from corner Floor to Ceiling,  
 Remove wall insulation 4' from Corner Floor to Ceiling.  
 Investigate for Possible damage to Drywall in Elevator Shaft Wall (Repair to be considered a supplement)  
 Replace Wainscot, Drywall and Insulation to match,  
 Re-install hand rail,  
 Replace Base trim to Match  
 Paint wall Corner to Corner,  
 Paint Wainscot to Match,  
 Paint Landing ceiling





2nd Floor Landing

stairs to 1st Floor

Stair Landing

- Detach and Rest Wall Heater,
- Remove wainscot paneling,
- Remove drywall 4' from corner Floor to Ceiling,
- Remove wall insulation 4' from Corner Floor to Ceiling.
- Investigate for Possible damage to Drywall in Elevator Shaft Wall (Repair to be considered a su
- Replace to match,
- Re-install chair rail,
- Replace Base trim to Match
- Paint wall Corner to Corner,
- Paint Wainscot to Match,
- Paint entire ceiling
- Floor Tile Repair (Town to provide matching tile)





**TOWN OF AMHERST**

Town Department: DPW

Date: Feb. 23, 2022

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Line Item: 01-4194-40-2430 Equipment, will be reimbursed by insurance.

Budget Amount: \$125,000.00

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Bid #:                      Item: Town Hall water damage repair

Date Bid To Be Awarded: March 14, 2022

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<u>Vendor</u>	<u>Date Called</u>	<u>Scope of work</u>	<u>Site Visit</u>	<u>Price</u>	<u>Other Considerations</u>
1. Northern Improvements	2/2/22 (contacted)		2/8/22	\$8,640.00	Worked on remodeling project in 2002
2. Forcier Construction	2/2/22 (contacted)	Recalled on 2/16/22 left message. No Response. Recalled 2/24/22, Contacted, resent scope of work on 3/1/22. No response			
3. EMD Builders	2/2/22 (Contacted)	Recalled on 2/16/22, said they would get back to , as of 2/23 no contact			
4. Granite State Con.	2/2/22	Message left			
5. Flynn Con.	2/2/22	Message Left			

6

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Recommend bid be awarded to: Recommend to award work to Northern Improvements  
Estimate is lower than Primex estimate. Company is an Amherst Company.

\_\_\_\_\_  
Signature of Town Administrator / Date

Please attach to this request a copy of the specifications and proposal from the lowest qualified bidder.  
Please forward, for review purposes, a copy of bids in excess of \$10,000.00 to the Board of Selectmen at least one week prior to a vote of the Board of Selectmen.



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Transfer Station  
Campaign/Fundraising policy

**Department:** Public Works

**Meeting Date:** March 14, 2022

**Staff Contact:** Eric Slosek

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## **BACKGROUND INFORMATION:**

Recently, an inquiry was made to DPW asking what our campaign/fundraising policy for the Amherst transfer station was. Upon responding to this inquiry, it was discovered some minor updates were needed to the policy. The policy we had on file indicated the BOS approved this policy. The policy was amended in 2010 and 2015. Notably, there were no BOS signatures on the document. We have added spaces for BOS signatures. Additionally, we updated section 3 of the policy to state that any problems should be addressed to the "Lead Attendant", as opposed to the old policy which stated problems should be addressed to the "weighmaster". We present this document tonight with the intention of updating the document to reflect said changes.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

N/A

## **POLICY IMPLICATIONS:**

Update policy

## **DEPARTMENT HEAD RECOMMENDATION:**

I recommend that the BOS approve our update to policy 9.3.

## **SUGGESTED MOTION:**

I move to accept the update to policy number 9.3, "Amherst Transfer Station Policy for campaigning and fundraising", as amended on March 2, 2022.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. campaigning pol un-signed 2022



# DEPARTMENT OF PUBLIC WORKS

22 Dodge Road  
Amherst, NH 03031  
Tel. (603) 673-2317 Fax (603) 249-8857

## POLICY FOR CAMPAIGNING AND FUNDRAISING AMHERST TRANSFER STATION

The Board of Selectmen has set the following regulations for campaigning at the Amherst Transfer Station:

1. The campaigner (or fundraiser) is to notify the Department of Public Works (603-673-2317 x401) before campaigning, the dates and times of attendance and the number of people expected in the group.
2. The campaigner (or fundraiser) is to stand behind the barricades that have been placed in the vicinity (area) of the information signboard and not to go outside of this area to approach cars.
3. Any problems should be addressed to the Lead Attendant at the Scale House.
4. There will be no campaigning at the entrance to the Transfer Station either inside or outside the gate due to safety issues.
5. There will be no campaigning in the Town/State Right-of Way on the northerly side of Route 101 due to safety issues.

It is the earnest desire of the Selectmen of the Town of Amherst that this exercise in democracy/civics be carried forward with the least disruption to the people at the Transfer Station and that safety and traffic are the upper most considerations.

I have read and acknowledge the above policy and agree to follow all regulations.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Peter Lyon, Chair

\_\_\_\_\_  
Danielle Pray

\_\_\_\_\_  
John D'Angelo

\_\_\_\_\_  
Thomas Grella

\_\_\_\_\_  
William Stoughton

Policy 9.3  
Amended: February 8, 2010  
October 26, 2015  
March 2, 2022



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Town Hall HRV plans  
**Meeting Date:** March 14, 2022

**Department:** Public Works  
**Staff Contact:** Eric Slosek

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## **BACKGROUND INFORMATION:**

The DPW has been working with a consultant to investigate what is needed to introduce fresh outside air into the Town Hall building. The consultant used their findings from a site visit to create a report, dated February 4, 2022. This report details what is needed to introduce fresh outside air into the building through the existing HVAC system. The DPW used this report to solicit proposals to provide the Town with plans we could use for bidding and construction purposes.

We received two proposals from local engineering companies. A third company declined to bid. Both companies stated that upon the date of award, it would be 10-12 weeks before the plans are completed. Both companies also provided information for construction oversight services. However, that work will be solicited for independently from the design phase.

We recommend awarding the design and creation of construction plans for this work to Team Engineering for the amount of \$9,250.00. Our desire is to move forward with this planning/design phase. Upon receipt of engineering plans, we intend to simultaneously send out RFPs for construction and for construction oversight engineering.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

\$9,250.00 from 01-4194-40-2430

## **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

I recommend awarding the design and creation of construction plans for this work to Team Engineering for the amount of \$9,250.00. I further recommend that this expense be submitted for reimbursement from ARPA funds if possible.

### **SUGGESTED MOTION:**

I recommend awarding the design and creation of construction plans for this work to Team Engineering for the amount of \$9,250.00.

### **TOWN ADMINISTRATOR RECOMMENDATION:**

ATTACHMENTS:

1. Team Engineering REPORT Town of Amherst - Town Hall Ventilation 220204
2. Town of Amherst - Ventilation Proposal Revised 2022.03.03
3. Team Engineering for Town of Amherst AGREEMENT Town Hall Ventilation Design 220228
4. award Forms TH HRV



TeamEngineerNH, PLLC  
82 Palomino Lane, Suite 503  
Bedford, NH 03110-6448  
P: 603-497-3137  
www.MyTeamEngineering.com

February 4, 2022

Project No. 22-034

Town of Amherst – Department of Public Works  
Attn.: Eric Slosek  
22 Dodge Road  
Amherst, NH 03031

Property: Amherst Town Hall  
2 Main St.  
Amherst, NH

Re.: Engineering Consultation for Ventilation Requirements at the above referenced property

Dear Eric,

At your request an engineering consultation regarding the above property was performed on January 12, 2022. The primary purpose of our engineering services and this report is to provide preliminary guidance regarding fresh air ventilation for the Town Offices and the Second Floor Meeting Room Space in the Amherst Town Hall.

This inspection was performed, and report written by Nate Rogers, Engineer in Training. Furthermore, this report has been reviewed by John Turner, PE.

## **SUMMARY**

Fresh air ventilation is required for Business Offices and Places of Assembly per the International Mechanical Code 2015 (IMC) and ASHRAE 62.1.

Neither the first floor Offices nor the Second Floor Assembly space currently have fresh air ventilation. The small basement meeting room also lacks fresh air ventilation. Ideally, ventilation would be installed in the form of heat recovery type units (HRVs) as this is the most efficient method of adding fresh air. These HRVs could be tied into the existing ducted HVAC systems. The side vestibule and rear stairwell addition are not served by the ducted HVAC systems and would therefore require separate ventilation systems.



## LIMITATIONS

This report is the complete response to your request for a study or an inspection of this property. It is for your use and other stakeholders involved in the impending repair of the property only.<sup>1</sup> If you have any questions about this report or our inspection, please call the undersigned for clarification.

As you requested, these engineering services are limited in scope, focusing on the heating and cooling systems of the building only.

As Professional Engineers, it is our responsibility to evaluate available evidence relevant to the purpose of this inspection. We are not, however, responsible for conditions that could not be seen or were not within the scope of our service at the time of the inspection.

## DESCRIPTION

The Amherst Town Hall serves as the Municipal Office Headquarters. The first floor includes business offices for the Tax Collector, Town Clerk and other Town Employees. The second floor includes a few additional administrative offices and an Assembly area utilized for meetings up to 84 people.

For the purposes of this report, the front of the building is assumed to generally face the street; and/or west. All directions are from the point of view of an observer standing in the front of the building and facing it or the points of the compass.

## BACKGROUND

Extensive renovations of the Town Hall were performed about 20 years prior. This included the installation of 2 oil fired boilers – one for each floor – and 2 air handlers – again – one for each floor. The first floor air handler also serves the conditioned basement spaces. The air handlers deliver both heated and cooled air to the conditioned spaces in the building. At the time of the renovations, it was somewhat less common to introduce fresh air to spaces in a facility such as this.

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<sup>1</sup> Should other(s) need to rely on this report, please contact us to request permission.



The rear stairwell addition is conditioned with an electric heat system separate from the air handler systems. The side vestibule/stairwell is conditioned with a forced hot water system fed by the boilers.

**OBSERVATIONS AND COMMENTS**

Perry Day, Buildings and Grounds Foreman, was helpful in providing “floor plans” for this building. These documents were sufficient for the purpose of performing ventilation requirement calculations. However, we still believe proper as-built architectural plans should be created.

The basement conditioned areas total about 800 SF and include a conference room, hallway, bathroom, and rear stairwell addition. The first floor conditioned areas total about 2,067 SF and consist primarily of business offices. The second floor conditioned areas include the large meeting space at about 1224 SF and adjacent offices totaling about 864 SF.

Based on these areas, expected occupant loads, a total of 140 CFM of fresh air is required in the basement, 330 CFM for the first floor and 520 CFM for the second floor. The side vestibule and rear stairwell addition are not served by the ducted HVAC systems and would therefore require separate ventilation systems. If we break down the fresh air requirements by system, we get the following:

- 1<sup>st</sup> floor/basement air handler system: 410 CFM
- 2<sup>nd</sup> floor air handler system: 480 CFM
- Rear stairwell ventilation system: 40 CFM
- Side vestibule/stairwell ventilation system: 40 CFM

Keep in mind that these are the minimum fresh air requirements prescribed by the IMC. Most agree that the minimums are adequate and appropriate. Exceeding minimums results in unnecessary increases in energy demands.

The following chart breaks down the required fresh air per the IMC by space:

**Basement:**

<b>Room or Space Name:</b>	<b>Required CFM Outside Air</b>
Basement Conference Room	110
Hallway	10
Rear Stairwell	12
Storage/Utility	N/A



**First Floor:**

Public Area/Reception	92
Open Office	55
Planning/Zoning	12
Dir. Office	12
Town Clerk	32
Vault	N/A
Mechanical Room	N/A
Conference/Break Room	75
Side Vestibule/Stairwell	20
Front Vestibule	12
Rear Stairwell	12

**Second Floor:**

Storage	N/A
Kitchen	22
Side Vestibule/Stairwell	20
Finance Office #1	15
Finance Office #2	15
Admin Office	18
Assistant Admin Office	14
Hallway	12
Meeting Room	385
Rear Stairwell	12
I.T. Room	N/A

Note: All bathrooms to have 50 cfm continuous exhaust or 70 cfm intermittent exhaust per urinal or water closet. Exhaust system for bathrooms assumed to be adequate; contractor to verify.

To deliver fresh air to these spaces, we believe heat recovery ventilators (HRVs) offer an efficient and practical solution. A HRV could be added to both the 1<sup>st</sup> floor air handler system and the 2<sup>nd</sup> floor air handler. These HRVs would be installed such that exhaust ducting would be tapped from the return ducting. Downstream of the exhaust tap, the conditioned fresh air would also be tapped into the return ducting just before the air handler. Further mechanical calculations should be performed to determine if additional duct electric coil heaters are required to bring the outside air up to an acceptable temperature before entering the air handler.

The side vestibule and rear stairwell could have separate independent ventilation systems. Due to the relatively low fresh air requirement in each, a small HRV (50 cfm) could serve each of these areas.

## CONCLUSION

The addition of fresh air ventilation to the Town Hall is strongly recommended. Ideally, this should be in the form of heat recovery ventilation type technology. A professional design should be created and then implemented by a qualified contractor.

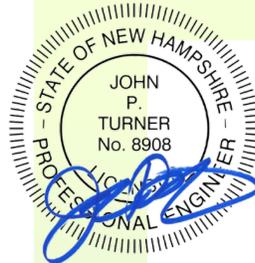
If you have any questions concerning this report or the inspection, please contact the undersigned or this office.

Thank you for the opportunity to be of assistance to you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Nate Rogers'.

Nate Rogers, EIT



John Turner, PE

Enclosures: Photos  
Biographies

Distribution: [eslosek@amherstnh.gov](mailto:eslosek@amherstnh.gov)



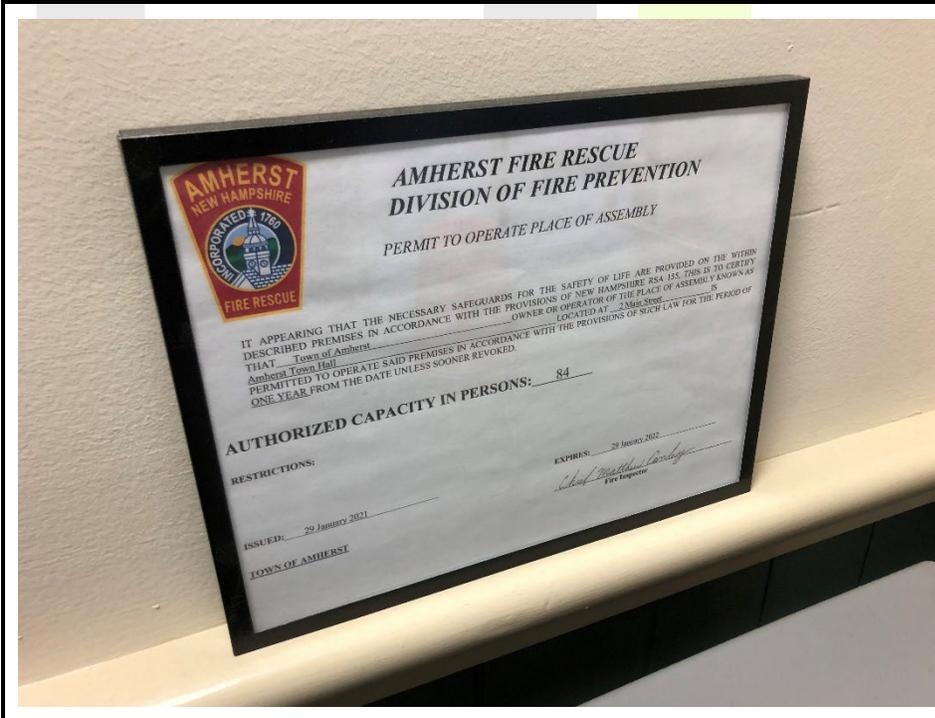


**Photo: 1**

**Location:**  
2 Main St. Amherst, NH

**Date:** Jan. 12, 2022

**Description:**  
Front or West Elevation of the Town Hall. The “former window” opening high in the white gable is a natural location for ventilation intake air.

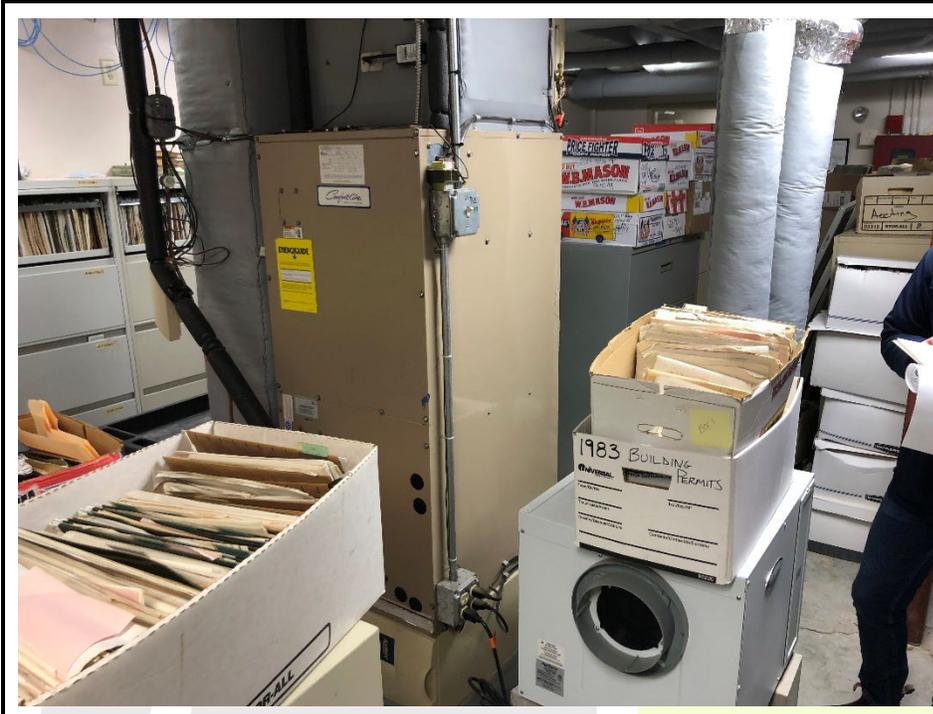


**Photo: 2**

**Location:**  
2 Main St. Amherst, NH

**Date:** Jan. 12, 2022

**Description:**  
Official Occupancy Capacity for Second Floor meeting space: 84 people.



**Photo: 3**

**Location:**  
2 Main St. Amherst,  
NH

**Date:** Jan. 12, 2022

**Description:**  
Basement air handler  
serves the small  
basement meeting  
room and the first  
floor offices.



**Photo: 4**

**Location:**  
2 Main St. Amherst,  
NH

**Date:** Jan. 12, 2022

**Description:**  
The small basement  
meeting room and  
natural location for  
ventilation  
intake/exhaust at the  
adjacent exterior  
stairwell.



**Photo: 5**

**Location:**  
2 Main St. Amherst,  
NH

**Date:** Jan. 12, 2022

**Description:**  
Exterior view of  
same stairwell.



**Photo: 6**

**Location:**  
2 Main St. Amherst,  
NH

**Date:** Jan. 12, 2022

**Description:**  
Attic air handler  
serving large  
meeting space and  
second floor offices.



**Photo: 7**

**Location:**  
2 Main St. Amherst,  
NH

**Date:** Jan. 12, 2022

**Description:**  
Twin oil fired boilers  
are already  
somewhat dated but  
seem to be serving  
well. Two systems  
in one building  
provides some safety  
for heating loss



**Photo: 8**

**Location:**  
2 Main St. Amherst,  
NH

**Date:** Jan. 12, 2022

**Description:**  
West side of attic has  
sufficient room to  
extend ducting to the  
exterior.

Revised: March 3, 2022  
~~February 18, 2022~~

Town of Amherst – Department of Public Works  
22 Dodge Road  
Amherst, NH 03031

Attn: Mr. Eric Slosek, Interim Director

Re: Engineering Consultation for Ventilation Requirements  
Amherst Town Hall  
Amherst, New Hampshire

Dear Eric,

Yeaton MEP, Inc. is pleased to submit this proposal to provide engineering services for the above-mentioned project.

This proposal details Yeaton's scope and fee for the design as it is understood from the TEAM Engineering report dated February 4, 2022 that was provided to us. As you review our proposal, please provide us with any pertinent feedback that may result in modification to this document, so we may discuss and implement immediately.

We appreciate this opportunity to be of service to you, and we look forward to working with you on this project. If you have any questions or feedback regarding this proposal, please do not hesitate to contact us at (603) 444-6578.

Respectfully,



Keith DeMoura  
MEP Coordination Manager

## **Project Understanding**

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### **GENERAL BACKGROUND**

The purpose of this project is to provide fresh air ventilation to the first floor Town offices and second floor offices and meeting room space.

### **ASSUMPTIONS MADE FOR THE PURPOSE OF THIS PROPOSAL**

In order to provide a prompt proposal, Yeaton MEP, Inc. has made certain assumptions, which include:

- All work will be done in AutoCAD format.
- There are no existing AutoCAD drawings available of this building for use as Engineering backgrounds.
- Issuances at the following milestones: Design Development (DD), and Construction Documents (CD). It is assumed that review comments shall be provided to Yeaton within 2 weeks after issuance for incorporation into the construction documents.
- The specifications for this project will be on-drawing.
- This project will not pursue LEED, PHIUS or Net Zero certification and, therefore, those services are excluded from the Scope of Work for this project as are energy modeling, commissioning and use of geothermal, biomass and cogeneration technologies.
- Assumed design completion is 12 weeks from receipt of signed proposal.

## **SCOPE OF WORK**

The following is our understanding of the scope of work for this project:

- Act as a consultant to provide Mechanical and Electrical engineering services for the subject project.
- Coordinate our work with your office.
- Conduct one (1) site visit to review existing conditions.
- Field measure relevant spaces in the building in order to create Engineering AutoCAD .dwg files for use as diagrammatical Engineering backgrounds.
- Develop Mechanical and Electrical construction documents as required for pricing and construction based on a design intent of introducing fresh air ventilation through an HRV system within the first floor Town Hall offices, stairwells and second floor offices and meeting room per the International Mechanical Code 2015 (IMC) and ASHRAE 62.1. Yeaton will base its design on the findings from the TEAM Engineering report, dated February 4, 2022.
- Provide Construction Administration tasks which include responding to RFI's, reviewing submittals and conducting one (1) site visit during construction and file a corresponding report relative to observed MEP conditions at those junctures

## Services

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### BASIC SERVICES

The following fee schedule is based upon the scope of services outlined in this proposal. Should the scope of services change, Yeaton MEP, Inc. is prepared to renegotiate these fees.

<b>Item</b>	<b>Basis of Compensation</b>	<b>Fee Amount</b>
Field Measure & Generate Diagrammatic AutoCAD Engineering Backgrounds	Lump Sum	\$5,200.00
Design Development	Lump Sum	\$3,000.00
Construction Documents	Lump Sum	\$4,000.00
Construction Administration	Lump Sum	\$1,700.00
<b>Total</b>		<b>\$13,900.00</b>

We are aware that the project may be cancelled at the end of any of the above phases. The total unpaid amount of all previously completed phases plus an amount equal to the work-to-date of the current phase would be due at the time of cancellation of the project. Yeaton MEP Inc.'s payment terms are Net 30 Days from invoice date.

### ADDITIONAL SERVICES

Additional services, if required and when authorized by the Owner, shall be paid in accordance with Yeaton's Time & Expense Rate Schedule.

### REIMBURSABLE EXPENSES

No reimbursable expenses are foreseen for this project.



Please indicate your authorization for Yeaton MEP, Inc. to proceed with the work as described by signing below and returning the agreement to us. If you have any questions regarding this proposal, please call us at 603.444.6578.

On behalf of Yeaton MEP, Inc., thank you for this opportunity and we look forward to working with you on this project.

The above proposal is offered and accepted and Yeaton MEP, Inc. is authorized to proceed.

For Town of Amherst – Dept. of Public Works

\_\_\_\_\_  
Eric Slosek, Interim Director

Date: \_\_\_\_\_

For Yeaton MEP, Inc.

\_\_\_\_\_  
Leslie J. Fillion, Controller

Date: \_\_\_\_\_



TeamEngineerNH, PLLC  
82 Palomino Lane, Suite 503  
Bedford, NH 03110-6448  
P: 603-497-3137  
www.MyTeamEngineering.com

February 28, 2022

Project No: 22-024

Town of Amherst – Department of Public Works  
Attn. Eric Slosek  
22 Dodge Road  
Amherst, NH 03031

Property: Amherst Town Hall  
2 Main St.  
Amherst, NH

**RE: Mechanical Design Services for Ventilation Design at Amherst Town Hall**

Dear Eric:

Thank you for giving us the opportunity to be of service to you. The following is a proposal for Mechanical design services (“Proposal”) to be provided by Team Engineering for your project. This proposal is based on previous discussions to date. We also recently performed a study of the ventilation conditions at the Town Hall and issued a report dated February 1, 2022.

**PROJECT SCOPE:**

As we understand it, you wish to add the minimum recommended fresh air ventilation for the Town Hall occupied spaces. You are seeking mechanical plans initially for bid and permit.

**PROPOSED DESIGN:**

- It is the client’s responsibility to coordinate and provide any, if not all, pertinent design information as to the project’s requirements. This includes access to the project site and designating a single person to act as the primary contact and decision maker throughout the project.
- The 2015 International Building Code (IBC) and associated mechanical and related codes referenced therein will serve as the basis of our design.
- We will generate simplified architectural floor plans as part of this service.
- We anticipate our design will incorporate HRV or ERV units to the existing forced air HVAC system.
- Our design will not include modifications to the existing air handlers or ductwork.

- Our scope does not include electric, plumbing, fire alarm, fire suppression, nor any low-voltage design.

### **PHASE 1: DESIGN DEVELOPMENT**

1. Gather and research general mechanical/ventilation requirements and criteria. Our Feb. 1 report will serve as a starting point.
2. Prepare a mechanical ventilation plan set for bid/permit with the stamp and signature of a Professional Engineer including:
  - a. Ventilation plan – general layout.
  - b. Typical mechanical layout
  - c. Mechanical details – as needed

### **PHASE 2 - CONSTRUCTION DOCUMENTS**

Solicit feedback from Code Enforcement/qualified vendors. Comments to the permit plan set provided by code enforcement, contractor(s) and client will be incorporated into the final construction plan set. Details of the HVAC will be provided as part of the Construction Documents. Our construction documents will not include Architectural Plans/details. Mechanical Plans will be limited to the specific required modifications. (ex. Intake and exhaust louvers, duct sizes, new equipment schedule, electrical and plumbing requirements – but not detailed plans.)

### **PHASE 3: CONSTRUCTION PHASE SERVICES**

1. Review of shop drawing submittals for Engineer approval e.g., (component selection/submittals, mechanical systems, etc.)
2. Communicate with the design team and contractors via telephone and email during construction estimating and erection.
3. Respond to a reasonable number of Requests for Information (RFI)
4. Provide site visits and/or job meetings to inspect construction and provide written affidavits or observation reports, as required by the code.

### **OPTIONAL SERVICES**

The following items are determined to be outside of the original scope of work but may be pertinent or desired for your project. If requested, an additional fee may be developed for:

- A. Construction Administration, including soliciting and administering bids, preparing cost estimates, etc.
- B. Structural, Electric, Plumbing, Civil, Geotechnical, Fire Alarm, Fire Suppression, or any engineering or design services outside the listed scope of work

- C. Water supply (water treatment equipment, etc.) and Waste Water Disposal and/or required treatment
- D. Additional meetings, site visits, or inspections outside the listed scope of work
- E. Coordination and/or contacting involving any specialized testing, subcontractors, etc.
- F. Other modifications & specifications not listed in the listed scope of work

## QUALIFICATIONS

Team Engineering is comprised of Licensed Professional Engineers & Architects uniquely qualified to provide the right service for any building design project. Our team has over twenty-five years of experience in evaluating existing buildings and consulting those for new construction. With our knowledge, we are able to implement practical and cost-effective solutions that have developed into award winning designs.

Most importantly, we are a small-sized firm where senior staff members are assigned to each project. You will benefit directly from the personal attention and experience of our customer service-orientated staff. As with all of our projects, we will work closely with you throughout the design.

If you have any further questions with regard to our qualifications, please feel free to request additional information.

## FEES

To perform the scope of work outlined in this proposal, we propose the following fee schedule:

<b>Phase 1:</b> <u>Design Development</u>	
Mechanical – Ventilation	\$4,750
<b>Phase 2:</b> <u>Construction Documents</u>	\$4,500
<b>Phase 3:</b> <u>Construction Phase Services</u>	T&M* 

\* You will be billed for the actual hours that we spend on this portion of the project plus related out-of-pocket expenses. This includes our research time, travel to the site, the site visit and report preparation time.

We will invoice no more frequently than once per month based on our progress. Your payment(s) will be due and appreciated within 15 days of each invoice date.

## SCHEDULE

Please advise on your preference to pay the above fee. We will invoice no more frequently than once per month based on our progress. Your payment(s) will be due and appreciated within 15 days of each invoice date.

**Acceptance of Agreement** – The above prices, scope of services and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as set forth above. The provisions of the **Standard Terms & Conditions** and the **Rate Schedule** enclosed with this authorized proposal are incorporated herein by reference, and together, with this authorized proposal, they comprise the entire agreement of the parties. If the Client is a corporation or other form of legal entity, the person signing below does hereby warrant that he/she has been authorized on behalf of such corporation or other legal entity to sign this proposal on its behalf.

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

Please sign and return this Acceptance of Agreement with payment arrangements via email to [JTurner@myteamengineering.com](mailto:JTurner@myteamengineering.com) or via facsimile to (603) 497-4918, or by mail to Team Engineering, 82 Palomino Lane, Suite 503, Bedford, NH 03110-6448.

Any services provided outside of this scope will incur fees in accordance with our **Rate Schedule** which is attached to this agreement. Our **Standard Terms and Conditions** which are the basis for all of our agreements is also attached. Please take a few minutes to review both documents thoroughly.

If you have questions or concerns regarding this proposal, please do not hesitate to contact our office. We look forward to working with you on this project.

Respectfully submitted,



Nate Rogers, EIT

Distribution: via email

Encl.: **Standard Terms and Conditions and Rate Schedule**



John Turner, PE

# Standard Terms and Conditions

1. **Introduction:** The performance and sale of all services, including engineering, design, drawing, consulting, training, inspection, analysis and other services (collectively, “Services”) by TeamEngineerNH, PLLC (“Team Engineering”) and/or its employees, contractors, subcontractors and agents (“Team Personnel”), are subject to these standard terms and conditions (“STC”). The agreement (“Agreement”) between Team Engineering and its client (“Client”) consists exclusively of the STC together with the applicable proposal, engagement letter, or other agreement signed by Team Engineering and Client (collectively, the “Proposal”), any documents specifically incorporated therein by reference, and any amendments thereto that are agreed to in writing.
2. **Services:** The Services that Team Engineering will perform are those Services specified in the applicable Proposal, Agreement, or other document signed by Team Engineering, as it may be supplemented or amended in writing by Team Engineering, including emails sent by Team Engineering, with written approval from the Client the “Scope”). There shall be no oral changes to the Scope unless and until those changes are confirmed in writing by Team Engineering, including by an email sent by Team Engineering. In the case of a “Blanket Agreement” entered by Team Engineering, the Scope will be those Services that Team Engineering agrees in writing to perform from time to time after entering the Blanket Agreement. If Client requests changes in Scope, and Team Engineering agrees to such changes, Client agrees that Team Engineering may revise delivery schedules and Client agrees to pay amounts in addition to the specified price in the Agreement as reasonably required by Team Engineering. Unless otherwise specified in writing by Team Engineering, any additional amounts shall be calculated on a time and materials basis at Team Engineering’s standard rates then in effect (“T&M”).
3. **Standard of Care:** Team Engineering will perform Services using that level of skill and care that is ordinarily exercised by other reputable engineering firms in accordance with generally accepted practices under similar circumstances in the same or similar locality at the time the Services are provided.
4. **Client’s Responsibilities:** Client agrees to provide safe access to applicable facilities and sites (collectively, the “Project Location”), and prompt access to project related documents and other information and resources reasonably required by Team Engineering for the performance of the Services. Client grants permission, and warrants that permission has been obtained if the Project Location is not owned by Client, for Team Personnel to enter the Project Location for the purpose of providing the Services. Client will be solely responsible for, and assumes the risk of any problems resulting from, the content, accuracy, completeness and consistency of all documents and information supplied by Client.
5. **Payment:** Client will pay Team Engineering pursuant to the Agreement. Team Engineering’s prices do not include sales, use, or similar taxes, if applicable, all of which Client agrees to pay when due. Unless otherwise provided in the Agreement, all sums are due upon Client’s receipt of the invoice. Client agrees to pay interest on any amounts not paid within 15 days following the invoice date at the rate 1.5% per month, or the maximum percentage allowed by law, whichever is less. Payments shall first be applied to any accrued interest and then to the principal unpaid amount. Client also agrees to pay all costs of collection, including reasonable attorney’s fees and expenses, incurred by Team Engineering. Client agrees that Team Engineering may suspend Services and withhold Deliverables (as hereinafter defined) while any sum due hereunder remains unpaid by Client.
6. **Budgetary Estimates:** Team Engineering may furnish estimates of fees and costs based upon our professional judgment, but absent a specific agreement in writing to the contrary, such estimates do not constitute a maximum or fixed-fee quotation, or a guarantee or representation that actual quantities or costs will be consistent with our estimates.
7. **Changed Conditions:** The Client acknowledges that certain Services involve latent issues, inherent uncertainties, and unforeseen conditions or events, which is frequently the case when a Scope involves existing facilities. Such issues, uncertainties and conditions or events may require a phased or staged investigation, and with the need for additional Services, costs, and/or project delays only becoming apparent as Services progress.
8. **Team Documents and Deliverables:** All documents, data, calculations and work papers prepared or developed by Team Engineering, whether or not in connection with a particular Scope (“Team Documents”) are instruments of service and remain the exclusive property of Team Engineering. Written reports and deliverables which Team Engineering agrees to provide to Client in a particular Scope, such as data, analyses, or other documents signed or sealed by Team Engineering (“Deliverables”) are furnished for the exclusive use of Client for the sole purpose evident from the Proposal. Any use or distribution of Team Documents, or any other use or distribution of Deliverables, by Client without the written authorization of Team Engineering is prohibited. Client agrees to defend, indemnify and hold Team Engineering harmless against all claims, damages, losses, and expenses (including reasonable attorneys’ fees) arising from or in any way connected with the unauthorized use or modification of the Deliverables and/or use of Team Documents by Client or anyone that obtains the Team Documents or Deliverables from or through Client without the written authorization of Team Engineering. All inventions, concepts, ideas, and methodologies conceived, developed and/or used by Team Engineering (“Team Engineering’s IP”) shall remain the exclusive property of Team Engineering. Client shall have the nontransferable right to use any Deliverables delivered by Team Engineering that may contain Team Engineering’s IP, if any, as may be required to effect the intent of the engagement and not for any other purpose, including but not limited to competing with Team Engineering in providing any similar services to third parties.
9. **Disclosure:** Subject to the obligation to protect Client’s information consistent with professional standards, Team Engineering reserves the right to disclose information from Client and/or obtained in the course of performing the Services to protect property, health, or safety, or if the law requires disclosure. In such case, Team Engineering will also make efforts to notify Client if an unrequested disclosure is warranted.
10. **Insurance:** Team Engineering does not, and will not be required to, maintain insurance except for the following in limited amounts: worker’s compensation, general business liability, automobile liability, and professional liability. We will furnish information and certificates upon written request.
11. **Disclaimer of Warranties:** Except as set forth in section 3 (standard of care), Team Engineering makes no representations, warranties, or guarantees, whether express, implied, or statutory, regarding or relating to the services furnished under the agreement. Team Engineering specifically disclaims all implied warranties of merchantability and fitness for a particular purpose with respect to the services.
12. **Remedy Limited:** The parties acknowledge and agree that the Services are being provided by Team Engineering with the expectation that Team Engineering is not assuming any financial or operational risks of the Client. In the event Team Engineering commits an error with respect to or incorrectly performs the Services, Team Engineering shall use commercially reasonable efforts to correct such error, or re-perform such Services, at no cost to Client.

**Client acknowledges that its sole and exclusive remedy, and Team Engineering's sole and exclusive liability, for any defect or error in the Services shall be correction, re-performance or substitution of such services by Team Engineering.** Client promises to give Team Engineering an opportunity to remedy any such defect or error. Client agrees to notify Team Engineering in writing of any such defects or errors within 30 days of discovery, and, in any event, not more than 120 days after substantial completion or termination of Services.

13. **Limitation of Liability:** Team Engineering is not responsible for the acts or omissions of others, or for any cause beyond the reasonable control of Team Engineering. Client agrees that any claim (at law or in equity) arising out of any alleged negligent or wrongful actions, omissions, or failures to act on the part of any member, manager, director, officer, or employee of Team Engineering, in the performance of the Services, shall be made against Team Engineering and not against such member, manager, director, officer, or employee. **Without affecting the limitation of remedy set forth in Section 12 hereof, in no event shall the maximum liability of Team Engineering for a claim of any kind arising out of or in connection with the Agreement exceed three (3) times the total of fees received by Team Engineering under the Agreement.**
14. **Exclusion of Consequential Damages:** In no event shall Team Engineering be liable for any special, indirect, incidental or consequential damages, including loss of profits or business interruption or loss of use of equipment, however caused, arising from or in connection with the Services and/or the alleged breach of the Agreement.
15. **Survival of Actions:** Any cause of action arising under or in connection with the Agreement by Client against Team Engineering shall survive the completion or termination of the Services only for a period of (and claims based upon or arising out the Agreement must be asserted before the date which shall be) one (1) year after such completion or termination. The statute of repose pursuant to RSA Chapter 508 shall not be affected by the foregoing provision contained in this Section 15.
16. **Indemnification:** Client agrees to hold harmless, indemnify and defend Team Engineering and its affiliates and their respective its members, managers, directors, officers, and employees, against all claims, suits, fines and penalties (including, but not limited to, investigation expenses, reasonable fees and charges of attorneys, and court and arbitration costs) that allegedly relate to or arise out of this Agreement and/or the Services.
17. **Interpretation of Contract Documents:** Unless the Scope expressly includes construction phase monitoring; it shall be the sole responsibility of the Client to observe the work of the contractor to discover, correct or mitigate errors, inconsistencies or omissions, and Client hereby waives, and shall not bring, any claim against Team Engineering or Team Personnel for loss, damage or expense arising from deviations in construction from the contract documents.
18. **Disputes:** In the event of any dispute or controversy between the parties to this Agreement, the parties shall try to resolve the dispute in a fair and reasonable way. No legal action arising out of or in connection with the Agreement, except for nonpayment, shall be maintained until the parties have unsuccessfully concluded an attempt to mediate the dispute in a reasonable way.
19. **Photography:** Team Engineering may capture and use images of the Project real property, improvements and related scenes, including images before, during and after any construction (the "Recordings"). Client consents to Team Engineering's use of the Recordings and any derivative works made therefrom for all reasonable purposes, including professional, educational, advertising, marketing, promotional, and editorial purposes. The consent granted includes the right of Team Engineering to distribute the Recordings in all media, including through print and electronic means, over the internet, through websites or social media, on a nonexclusive, royalty-free, irrevocable and perpetual basis. Team Engineering agrees to delete or obscure the property address and the name of Client appearing in any Recordings prior to making public use of them.
20. **Exploratory Demolition:** In the event that Team Engineering must observe certain relevant building components which are presently concealed by existing finishes such as drywall in order to properly perform its services related to the design of this project, then the following provisions will apply: Removal of one or more small areas of such finishes on the order of up to approximately 6" x 6" each will be necessary in order to create inspection ports needed for us to complete Team Engineering's scope of work. In lieu of incurring the additional expense of engaging a licensed contractor or other building professional to perform such minor demolition work (or the Client undertaking such work), execution of this Agreement constitutes Client's authorization and directive for Team Engineering to perform such work. Client acknowledges that Team Engineering is not a contractor and that its staff possesses no particular level of skill or expertise related to finish carpentry, drywall or similar work. Although we will exercise ordinary care in performing such work, Team Engineering makes no representation that the demolition and removal of finishes will meet any level of cosmetic quality or that such work will be performed in the manner best suited for the repair thereof. Client hereby releases Team Engineering and its staff for all damages related to such demolition and/or the removal of such finishes, as well as the cost and expenses of repairs thereto. Repairs to any such demolition, finishes or areas affected thereby will be performed by others.
21. **Misc:** The Agreement, and the rights and remedies of the parties arising out of or in connection with the Agreement or the subject matter hereof, shall be exclusively governed by the laws of the state of New Hampshire without regard to its conflicts of laws provisions. Any cause of action regarding same shall be exclusively brought in the state or federal courts of the State of New Hampshire. This Agreement, except as otherwise provided herein, constitutes the entire understanding between the parties concerning the subject matter hereof and supersedes any prior agreements or understanding whether written or oral; and may not be amended except in a writing executed by all parties. Client shall not assign this Agreement or any rights, duties, or obligations of Client hereunder to any other person and/or entity without prior express written approval of Client and Team Engineering. Team Engineering may assign this Agreement and delegate duties hereunder to any affiliate or to an assignee of all or substantially all of its assets and operations (whether pursuant to an asset transfer, merger, or otherwise). Subject to the foregoing, the provisions of this Agreement shall inure to the benefit of and be binding upon the parties hereto, and their successors and assigns. The captions of this Agreement (including the italicized phrases immediately following the section titles) are for convenience and reference and in no way define, describe, extend or limit the scope or intent of this Agreement or any provision thereof. The provisions of Sections 9, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 and 21 of these STC shall survive any termination of the Agreement. **End.**

## Rate Schedule

**Services** – Services provided on an hourly basis are invoiced as follows, minimum of three hours, plus necessary out-of-pocket costs. Current hourly rates are as follows:

Support Services	\$75/hr.
Drafter	\$100/hr.
Technician	\$100/hr.
Project Manager	\$150/hr.
Engineer-in-training/Engineering Assistant	\$125/hr.
Staff Engineer	\$150/hr.
Design/Detailing	\$150/hr.
Senior Engineer/Architectural Engineer	\$200/hr.
Engineered Inspection/Expert Witness	\$250/\$350/hr.

**Travel Time** – Time expended for travel is charged at the normal hourly rate for the experience level of the person traveling. Travel expenses are based on travel from the office at 82 Palomino Lane, Suite 503, Bedford, NH 03110-6448 to the site and return. Rental or special vehicle requirements will be charged directly to the client.

**Out-of-Pocket Costs** – Standard mileage rates for business, printing, word processing, permits, special equipment, extraordinary insurance, fares, telephone, overnight lodging or meals expense and other similar project-related costs are billed at cost plus twenty (20) percent. Special subcontracted services will be billed at cost plus thirty (30) percent.

Nonstandard costs will be negotiated and included in each project agreement document.

**End.**

**TOWN OF AMHERST**

Town Department: DPW

Date: March 9, 2022

Line Item: 01-4194-40-2430

Budget Amount:

Bid #: Item: TH HRV Plans

Date Bid To Be Awarded: March 14, 2022

<u>Vendor</u>	<u>Price</u>	<u>Other Considerations</u>
1. Yeaton M.E.P. Inc	\$12,200.00	
2. Team Engineering	\$9,250.00	
3. Turn Key Engineering Inc	No Quote submitted	
4.		
5.		
6		

Recommend bid be awarded to: The DPW recommends Team Engineering for this work

\_\_\_\_\_  
Signature of Town Administrator / Date

Please attach to this request a copy of the specifications and proposal from the lowest qualified bidder.  
Please forward, for review purposes, a copy of bids in excess of \$10,000.00 to the Board of Selectmen at least one week prior to a vote of the Board of Selectmen.



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Hiring for the position of EMT.

**Department:** Fire Rescue

**Meeting Date:** March 14, 2022

**Staff Contact:** Matt Conley

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## **BACKGROUND INFORMATION:**

To be consistent with the available hours for part-time employees, AFR needs to adjust the number of employees on the roster from time to time and at this point we are in need of adding another EMT.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

There isn't an impact as this does not affect the number of hours available for the position of Emergency Medical Technicians (EMT).

## **POLICY IMPLICATIONS:**

No implications.

## **DEPARTMENT HEAD RECOMMENDATION:**

Add this applicant to the roster of part-time EMT's.

## **SUGGESTED MOTION:**

At the recommendation of Chief Conley, the BOS approves the hiring of Ryan Sarratori for the position of part-time EMT.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Sarratori, Ryan Hiring PAR 3.14.2022



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Baboosic Lake Community Septic Warrants

**Department:** Tax Collector

**Meeting Date:** March 14, 2022

**Staff Contact:** Gail Stout

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## **BACKGROUND INFORMATION:**

The Baboosic Lake Community Septic Warrants due for April 1, 2022 are being submitted for your approval and signature.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

To approve and sign.

## **SUGGESTED MOTION:**

I move to approve and sign the Baboosic Lake Community Septic Warrants due for April 1, 2022 as follows:

Phase I	\$ 2,055.96
Phase II	\$ 5,399.77
Phase III	\$ 6,772.19
Phase IV	\$ 4,809.03

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Baboosic Lake Com Septic Warrants Confidential
2. Baboosic Lake Com Septic Warrants BOS March 14 Agenda



## TOWN OF AMHERST

2 Main Street  
Amherst, NH 03031  
www.amherstnh.gov  
Tel. (603) 673-6041 ext. 201 Fax (603) 673-4138

### TAX COLLECTOR'S WARRANT

### STATE OF NEW HAMPSHIRE

Hillsborough S.S.

TO: Gail P. Stout, Collector of Taxes  
For the Town of Amherst in said County.

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase I quarterly invoice for the properties included in the attached list, amounting in all to the sum of Two Thousand, Fifty-five Dollars and Ninety-six Cents (\$2,055.96).

With interest at eight (8) percent per annum from the 1<sup>st</sup> day of April, 2022 on all sums not paid on or before that date.

And we further direct you to pay all moneys collected to the Treasurer or the Treasurer's designee of said Town at least on a weekly basis when receipts exceed \$1,500.00 or more often as directed by the Commissioner of the Department of Revenue Administration.

Given under our hands and seal at Amherst, New Hampshire this 14<sup>th</sup> day of March, 2022.

\_\_\_\_\_  
Peter Lyon

\_\_\_\_\_  
Thomas Grella

\_\_\_\_\_  
Danielle Pray

\_\_\_\_\_  
John D'Angelo

\_\_\_\_\_  
Bill Stoughton

Board of Selectmen, Amherst, New Hampshire



## TOWN OF AMHERST

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[www.amherstnh.gov](http://www.amherstnh.gov)

Tel. (603) 673-6041 ex. 201 Fax (603) 673-4138

### TAX COLLECTOR'S WARRANT

#### STATE OF NEW HAMPSHIRE

Hillsborough S.S.

TO: Gail P. Stout, Collector of Taxes  
For the Town of Amherst in said County.

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase II Quarterly Invoice for the properties included in the attached list, amounting in all to the sum of Five Thousand, Three Hundred, Ninety-nine Dollars and Seventy-seven Cents (\$ 5,399.77).

With interest at eight (8) percent per annum from the 1<sup>st</sup> day of April, 2022 on all sums not paid on or before that date.

And we further direct you to pay all moneys collected to the Treasurer or the Treasurer's designee of said Town at least on a weekly basis when receipts exceed \$1,500.00 or more often as directed by the Commissioner of the Department of Revenue Administration.

Given under our hands and seal at Amherst, New Hampshire this 14<sup>th</sup> day of March, 2022.

\_\_\_\_\_  
Peter Lyon

\_\_\_\_\_  
Thomas Grella

\_\_\_\_\_  
Danielle Pray

\_\_\_\_\_  
John D'Angelo

\_\_\_\_\_  
Bill Stoughton

Board of Selectmen, Amherst, New Hampshire



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TAX COLLECTOR'S WARRANT

STATE OF NEW HAMPSHIRE

Hillsborough S.S.

TO: Gail P. Stout, Collector of Taxes  
For the Town of Amherst in said County.

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase III Quarterly Invoice for the properties included in the attached list, amounting in all to the sum of Six Thousand, Seven Hundred Seventy-two Dollars and Nineteen Cents (\$ 6,772.19).

With interest at eight (8) percent per annum from the 1<sup>st</sup> day of April, 2022 on all sums not paid on or before that date.

And we further direct you to pay all moneys collected to the Treasurer or the Treasurer's designee of said Town at least on a weekly basis when receipts exceed \$1,500.00 or more often as directed by the Commissioner of the Department of Revenue Administration.

Given under our hands and seal at Amherst, New Hampshire this 14<sup>th</sup> day of March, 2022.

\_\_\_\_\_  
Peter Lyon

\_\_\_\_\_  
Thomas Grella

\_\_\_\_\_  
Danielle Pray

\_\_\_\_\_  
John D'Angelo

\_\_\_\_\_  
Bill Stoughton

Board of Selectmen, Amherst, New Hampshire



## TOWN OF AMHERST

2 Main Street  
Amherst, NH 03031  
[www.amherstnh.gov](http://www.amherstnh.gov)

Tel. (603) 673-6041 ex. 201 Fax (603) 673-4138

### TAX COLLECTOR'S WARRANT

### STATE OF NEW HAMPSHIRE

Hillsborough S.S.

TO: Gail P. Stout, Collector of Taxes  
For the Town of Amherst in said County.

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase IV Quarterly Invoice for the properties included in the attached list, amounting in all to the sum of Four Thousand, Eight Hundred, and Nine Dollars and Three Cents (\$ 4,809.03).

With interest at eight (8) percent per annum from the 1<sup>st</sup> day of April, 2022 on all sums not paid on or before that date.

And we further direct you to pay all moneys collected to the Treasurer or the Treasurer's designee of said Town at least on a weekly basis when receipts exceed \$1,500.00 or more often as directed by the Commissioner of the Department of Revenue Administration.

Given under our hands and seal at Amherst, New Hampshire this 14<sup>th</sup> day of March, 2022.

\_\_\_\_\_  
Peter Lyon

\_\_\_\_\_  
Thomas Grella

\_\_\_\_\_  
Danielle Pray

\_\_\_\_\_  
John D'Angelo

\_\_\_\_\_  
Bill Stoughton

Board of Selectmen, Amherst, New Hampshire



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Elderly Tax Deferrals

**Department:** Tax Collector

**Meeting Date:** March 14, 2022

**Staff Contact:** Gail Stout

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## **BACKGROUND INFORMATION:**

The following Elderly Tax Deferrals for the 2021 tax year have been reviewed by the Tax Collector and each of the applications meet the required qualifications for the elderly tax deferral:

Map/Lot: 002-166-030 in the amount of \$ 569.00

Map/Lot: 002-166-039 in the amount of \$ 533.00

Map/Lot: 005-114-000 in the amount of \$2,779.00

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

To Accept

## **SUGGESTED MOTION:**

The following elderly tax deferral applications have been reviewed by the Tax Collector and the Tax Collector recommends the approval of each application. Therefore, I move to approve and sign the Elderly Tax Deferral Applications for the 2021 property tax year as follows:

Map/Lot: 002-166-030 in the amount of \$ 569.00

Map/Lot: 002-166-039 in the amount of \$ 533.00

Map/Lot: 005-114-000 in the amount of \$2,779.00

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Elderly Tax Deferrals BOS Confidential
2. Elderly Tax Deferrals BOS Agenda March 14

# TITLE V TAXATION

## CHAPTER 72 PERSONS AND PROPERTY LIABLE TO TAXATION

### Property Taxes

#### Section 72:38-a

##### 72:38-a Tax Deferral for Elderly and Disabled. –

I. Any resident property owner may apply for a tax deferral if the person:

- (a) Is either at least 65 years old or eligible under Title II or Title XVI of the federal Social Security Act for benefits for the disabled; and
- (b) Has owned the homestead for at least 5 consecutive years if the person qualifies as an elderly applicant, or has owned the homestead for at least one year if the person qualifies as a disabled applicant; and
- (c) Is living in the home.

The assessing officials may annually grant a person qualified under this paragraph a tax deferral for all or part of the taxes due, plus annual interest at 5 percent, if in their opinion the tax liability causes the taxpayer an undue hardship or possible loss of the property. The total of tax deferrals on a particular property shall not be more than 85 percent of its equity value. The total of tax deferrals shall be determined by the following formula:

Assessed Value = Equalized Assessed Value

Equalization Ratio

Equalized Assessed Value - Total of Priority Liens = Equity Value

Equity Value X .85 = Total Amount Which May be Deferred

At any time during the tax deferral process, the governing body may consider an abatement pursuant to RSA 76:16.

II. A tax deferral shall be subject to any prior liens on the property and shall be treated as such in any foreclosure proceeding.

II-a. No person shall be entitled to the deferral under this section unless the person has filed with the selectmen or assessors, by March 1 following the date of notice of tax under RSA 72:1-d, a permanent application therefor, signed under penalty of perjury, on a form approved and provided by the commissioner of revenue administration, showing that the applicant is the true and lawful owner of the property on which the deferral is claimed and that the applicant is duly qualified at the time of application. Any person who changes residence after filing such a permanent application shall file an amended permanent application on or before December 1 immediately following the change of residence. The filing of the permanent application shall be sufficient for said persons to receive a deferral on an annual basis so long as the applicant does not change residence; provided, however, that towns and cities may require an annual application for the tax deferral authorized for the elderly and disabled by this section. The form shall include the following and such other information deemed necessary by the commissioner:

- (a) Instructions on completing and filing the form, including an explanation of the grounds for requesting a deferral.
- (b) Sections for information concerning the applicant, the property for which the relief is sought, and other properties owned by the person applying.
- (c) A section explaining the appeal procedure and stating the appeal deadline in the event the municipality denies the tax relief request in whole or in part.
- (d) A place for the applicant's signature with a certification by the person applying that the application has a good faith basis and the facts in the application are true.

III. If the property is subject to a mortgage, the owner must have the mortgage holder's approval of the tax deferral. Such approval does not grant the town a preferential lien.

IV. When the owner of a property subject to a tax deferral dies, the heirs, heirs-at-law, assignee, or devisee shall have first priority to redeem the estate by paying in full the deferred taxes plus any interest due. If the heirs, heirs-at-law, assignees, or devisees do not redeem the property within 9 months of the date of death of the property owner, the municipality may commit the accrued amount of the deferral to the collector of taxes with a warrant signed by the assessing officials requiring him or her to collect it; and the collector of taxes shall have the same rights and remedies in relation thereto as provided in RSA 76:13 and RSA 80. Prior to holding a tax sale or executing a priority tax lien under RSA 80:59, the collector shall, at least 30 days prior to such tax sale or tax lien execution, send notice by certified or registered mail, to the last known post office address of the current owner, if known, or to the last known address of the deceased taxpayer, and to all mortgagees from whom permission has been sought pursuant to paragraph III of this section. Any person with a legal interest in the property may redeem it, either prior to the tax sale or tax lien execution, or subsequently as set forth in RSA 80:32 or RSA 80:69.

IV-a. When the owner of a property subject to a tax deferral sells or otherwise conveys the property, the owner or grantee shall pay in full the deferred taxes plus any interest due and the municipality shall provide recorded written release or satisfaction of the notice of tax deferral. If the owner or grantee, who shall be deemed to have notice of and shall take title to the property subject to the notice of tax deferral, does not pay the accrued amount on the property within 9 months of the date of sale or conveyance of the property, the municipality may commit the accrued amount of the deferral to the collector of taxes with a warrant signed by the assessing officials requiring him or her to collect it; and the collector of taxes shall have the same rights and remedies in relation thereto as provided in RSA 76:13 and RSA 80. Prior to holding a tax sale or executing a priority tax lien under RSA 80:59, the collector shall, at least 30 days prior to such tax sale or tax lien execution, send notice by certified or registered mail, to the last known post office address of the current owner, if known, or to the last known address of the taxpayer who received the deferral, and to all mortgagees from whom permission has been sought pursuant to paragraph III of this section. Any person with a legal interest in the property may redeem it, either prior to the tax sale or tax lien execution, or subsequently as set forth in RSA 80:32 or RSA 80:69.

V. The assessing officials shall file notice of each tax deferral granted, within 30 days, with the registry of deeds of the county in which the property is located to perfect it.

VI. When a taxpayer appeals the denial of a deferral application to the superior court or board of tax and land appeals, the court or board may reverse or affirm, wholly or partly, or may modify the decision brought up for review when there is an error of law or when the court or board is persuaded by the balance of probabilities, on the evidence before it, that said decision is unreasonable.

Source. 1973, 452:1. 1975, 214:1. 1977, 54:1; 591:1-3. 1981, 374:1. 1983, 155:3. 1994, 390:1. 1995, 265:7. 1997, 37:1. 2003, 299:12, eff. April 1, 2003; 299:13, eff. April 1, 2005. 2013, 141:1, eff. Jan. 1, 2014.



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Assessing

**Department:** Assessing

**Meeting Date:** March 14, 2022

**Staff Contact:**

---

## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **ELDERLY EXMPTIONS**

**Item A.** I have reviewed the attached Elderly Exemption Application, and the applicant does not meet the necessary requirements to re-qualify for the Elderly Exemption under RSA 72:39-a tax year 2022. The applicant's total assets exceed both the current and proposed asset limits, and it is recommended that the application be denied.

#### **Suggested Motion:**

The attached application has been reviewed by our Assessor and our Assessor recommends denying the exemption. Therefore, I move to deny the Elderly Exemption for tax year 2022 in the amount of \$114,000.

**Item B.** The applicant has applied for an Elderly Exemption under RSA 72:39-a, which meets the income and asset limits and qualifies for the exemption.

#### **Suggested Motion:**

The Assessor has reviewed the application for an Elderly Exemption and recommends to approve. Therefore: I move to approve the Elderly Exemption for Map 007, Lot 087-003 in the amount of \$104,200.

#### **CURRENT USE**

**Item C.** Attached is a land use change tax release for Tax Map 006 Lot 079-001. The lot was purchased on 12/1/2021 and is less than 10 acres. The Land Use Change Tax in the amount of \$13,300 represents 10% of the full and true market value of \$133,000.

**Suggested Motion:**

The attached Land Use Change Tax has been reviewed by our Assessor and our Assessor recommends approving. Therefore, I move to approve the Land Use Change Tax in the amount of \$13,300 for Map 006, Lot 079-001.

**Item D.** I have reviewed the attached Current Use Application provided and it appears the applicant qualifies for 3.38 acres to be placed in Current Use under RSA 79-A & CUB 304.01. This 3.38-acre lot is contiguous with land in Mont Vernon that is currently under Current Use Category and meets the qualifications.

**Suggested Motion:**

The Assessor has reviewed the application and recommends the application be approved. Therefore, I move to approve the Current Use Application for Map 007, Lot 098-001 for tax year 2022.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Item A Confidential Elderly Exemption
2. Item B Confidential Elderly Exemption
3. Item C Confidential Current Use
4. Item D Confidential Current Use



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** AP, Payroll and Minutes  
**Meeting Date:** March 14, 2022

**Department:** Finance Department  
**Staff Contact:**

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## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **Approvals:**

#### **Payroll**

**AP1~** I move to approve one (1) FY21 Payroll Manifest in the amount of \$214,889.55 dated February 24, 2022, subject to review and audit.

**AP2~** I move to approve one (1) FY21 Payroll Manifest in the amount of \$219,749.24 dated March 10, 2022, subject to review and audit.

#### **Accounts Payable**

**AP3 ~** I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$24,430.78 dated March 2, 2022, subject to review and audit. (NH DMV)

**AP4 ~** I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,037,685.00 dated March 1, 2022, subject to review and audit. (Schools)

**AP5 ~** I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$5,107.98 dated February 23, 2022, subject to review and audit. (Vendors)

**AP6 ~** I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$6,182.15 dated March 1, 2022, subject to review and audit. (Vendors)

**AP7 ~** I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$526,877.55 dated March 1, 2022, subject to review and audit. (Vendors)

**Minutes**

- ~ I move to approve the Board of Selectmen meeting minutes of February 9, 2022.
- ~ I move to approve the Board of Selectmen meeting minutes of February 22, 2022.
- ~ I move to approve the Board of Selectmen meeting minutes of April 12, 2021.
- ~ I move to approve the Board of Selectmen meeting minutes of June 4, 2021.

**TOWN ADMINISTRATOR RECOMMENDATION:**

## ATTACHMENTS:

1. 2022.02.09 BOS Meeting Minutes DRAFT b
2. 2022.02.22 BOS\_DRAFT b
3. 2021.04.12 BOS\_DRAFT b
4. 2021.06.04 BOS Meeting Minutes, Non-Public Session DRAFT



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Souhegan High School**  
**412 Boston Post Road**  
**Wednesday February 9, 2022**

1           **1. Call to Order**

2           Chairman Peter Lyon called the meeting to order at 6:45 p.m.

3  
4           Attendees: Chairman Peter Lyon, Selectman Dwight Brew, Selectman John D'Angelo,  
5           Selectman Tom Grella, and Selectman Danielle Pray

6  
7           Also present: Town Administrator Dean Shankle and Executive Assistant Jennifer Stover.

8  
9           The meeting was immediately recessed until the conclusion of the deliberative session.

10  
11          At 8:54 p.m. the meeting was called back to order by Chairman Lyon.

12  
13          A *MOTION* was made by Selectman Brew and *SECONDED* by Selectman Pray to support  
14          *ARTICLE 30: Village Area Multimodal Road Infrastructure Design & Engineering as*  
15          *amended.*

16          *Voting: 5-0-0; motion carried unanimously.*

17  
18          A *MOTION* was made by Selectman Brew and *SECONDED* by Selectman Grella to adjourn  
19          *the meeting at 9:02pm.*

20          *Voting: 5-0-0; motion carried unanimously.*

21  
22  
23          \_\_\_\_\_  
24          *Selectman Danielle Pray*

\_\_\_\_\_  
*Date*



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, February 22, 2022, 5:30PM**

1           **1. Call to Order**

2           Chairman Peter Lyon called the meeting to order at 5:30 p.m.

3  
4           Attendees: Chairman Peter Lyon, Selectman Dwight Brew, Selectman John D'Angelo,  
5           Selectman Tom Grella, and Selectman Danielle Pray

6  
7           **2. Non-Public Session**

8           **2.1. RSA 91-A:3 (d) - Consideration of the acquisition, sale, or lease of real or**  
9           **personal property which, if discussed in public, would likely benefit a party or**  
10           **parties whose interests are adverse to those of the general community.**

11  
12           *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to enter*  
13           *into Non-Public Session under RSA 91-A:3 (d) at 5:30pm.*

14           *Voting via a roll call vote: 5-0-0; motion carried unanimously.*

15  
16           *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to exit*  
17           *into Non-Public Session at 6:25pm.*

18           *Voting: 5-0-0; motion carried unanimously.*

19  
20           No motions were made, no votes were taken during Non-Public Session.

21  
22           **3. Reconvening of Public Session**

23  
24           Attendees: Chairman Peter Lyon, Selectman Dwight Brew, Selectman John D'Angelo,  
25           Selectman Tom Grella, and Selectman Danielle Pray

26  
27           Also present: Town Administrator Dean Shankle, and Recording Secretary Kristan Patenaude

28  
29           Chairman Lyon reconvened Public Session at 6:32pm.

30  
31           **4. Pledge of Allegiance** – led by Selectman Dwight Brew.

32  
33           **5. Citizen's Forum** –

34           Kelly Mullin, 48 Christian Hill Road, asked if the Board would soon to reviewing COVID-19  
35           data and the policies in place for masking in Town buildings.

36  
37           Chairman Lyon stated that the Board will not address this tonight but there is interest in doing  
38           so at a future date, possibly March 14, 2022.

39  
40 **6. Scheduled Appointments**  
41

42 **6.1 Gretchen Davis, AJWC: Request for use of the Town Common, Annual**  
43 **Easter Egg Hunt 4/9/22 10am-Noon**

44 Gretchen Davis asked permission to use the Town Common on April 9, 2022, from 10am to  
45 12pm for an in-person Easter Egg Hunt.  
46

47 *A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to approve*  
48 *the AJWC request to use the Town Common for the Annual Easter Egg Hunt on April 9, 2022,*  
49 *from 10am – 12pm.*

50 *Voting: 5-0-0; motion carried unanimously.*  
51

52 **6.2 Amy Rousseau, PFAS Response Administrator**

53 Amy Rousseau, DES, addressed the Board regarding the PFAS response in Town. She  
54 explained that the standard water sampling was initially conducted in Amherst largely around  
55 the TCI site. The Town has since been resampled, due to the original standards being lowered  
56 from what they previously were. PFAS is now being seen in much greater occurrences  
57 throughout Amherst. Thus far, in Amherst, 450 private wells have been sampled, and more  
58 than 200 of these have exceeded the PFAS standards. This is being seen outside of the original  
59 TCI site area as well. Currently, DES is conducting targeted sampling, with wells tested when  
60 within 500’ of an already noted occurrence. At this time, sampling can be requested by DES  
61 using a form.  
62

63 Ms. Rousseau explained that there are two types of funding currently available to treat  
64 effected wells. The first is a rebate program that is being carried out statewide for private  
65 wells. This includes an up to \$1,500 rebate, retroactive to September 30, 2019, for Point of  
66 Use (POU), Point of Entry (POE), or service connections installed. This is still pending  
67 Governor and Executive Council approval. The timeline for this rebate is approximately 2-3  
68 months.  
69

70 Ms. Rousseau explained that the second type of funding is through a remediation grant and  
71 loan fund. This gives towns a low-interest loan and grant fund for remediation of PFAS in  
72 drinking water. The grant funding is \$1.5M, or 30% of the total cost of the project in a town.  
73 This is only retroactive to March 3, 2021. Merrimack and Bedford have applied for this grant  
74 at a rate of \$6,500/each resident to apply, to install whole house remediation systems. This is a  
75 two-step application process and is first come-first served. Amherst could initiate such a  
76 grant/loan fund, and then ask for reimbursement from the State for the \$1.5M or up to 30% of  
77 the total cost of the project.  
78

79 In response to a question from Selectman Brew, Ms. Rousseau explained that the first option  
80 is a rebate program. Certain information must be provided to the State, and the State will then  
81 cut the customer a check for up to \$1,500. The State has received approximately 3,000  
82 applications thus far for these funding methods.  
83

84 In response to a question from Selectman Brew, Ms. Rousseau explained that Merrimack has  
85 a known number of customers that may apply for the grant and loan fund, it then doubled this

86 number, in case new customers apply. Merrimack then multiplied this number (150) by  
87 \$6,500 to apply for a grant in this amount to distribute for rebates to those who apply.  
88

89 Selectman Brew asked about what the Town should do as a member of the Regional  
90 Souhegan Landfill District. Ms. Rousseau explained that it is typical to see high levels of  
91 PFAS near transfer stations. The Town should reach out to the Hazardous Waste Mitigation  
92 Bureau, as this may still be eligible for the grant program.  
93

94 Selectman D'Angelo noted that the public can either request a rebate of \$1,500 for a filter  
95 placed at a sink, or a larger rebate amount to install a full house filter to treat all water sources.  
96 Ms. Rousseau stated that DES is willing to work with the Town to determine what the rebate  
97 amount should be for the whole house system.  
98

99 In response to a question from Selectman D'Angelo, Ms. Rousseau explained that the  
100 remediation funds are being supplied through the ARPA Grant, and so must be administered  
101 by the end of 2026.  
102

103 In response to a question from Chairman Lyon, Ms. Rousseau explained that there are  
104 upwards of 200 effected homes in Amherst. PFAS appears to be spreading, with other  
105 industries such as Fire Departments and landfills being commonly effected. However, some  
106 areas are effected and there is no explanation as to why.  
107

108 In response to a question from Town Administrator Shankle, Ms. Rousseau explained that the  
109 links for eligibility requirements and the rebate applications will be made available to place on  
110 the Town's website. The Town could consider hiring a contractor to install these systems and  
111 this could also be eligible for some of the grant funding. The Town can request as much  
112 funding as it would like, but the grant is only for \$1.5M or 30% of the total project.  
113

114 George Mullin, 315 Boston Post Road, asked if residents can be eligible for both sets of  
115 funding sources after remediation has been installed. Ms. Rousseau stated that residents must  
116 choose to apply for one funding source or the other, as this will be tracked by the State.  
117

118 Selectman Brew noted that \$1.5M divided by \$6,500 equates to approximately 230 homes. He  
119 asked if the systems installed do not cost the full \$6,500, if more than 230 homes can be  
120 rebated. Ms. Rousseau stated that this is correct, as long as it does not exceed the \$1.5M in  
121 total.  
122

123 In response to a question from Selectman D'Angelo, Ms. Rousseau explained that there could  
124 be an additional 10% markup included in the grant amount to cover work done by the Town  
125 as part of this process.  
126

127 In response to a question from Selectman Pray, Ms. Rousseau explained that disbursements  
128 are requested from the State by the town on a monthly basis, depending on how many  
129 applications have been received by the town during that time. This is truly dependent on how  
130 quickly the town works to complete the process, as the grant is first come-first served.  
131

132 Bill Stoughton, 11 Pinetop Road, asked if the rebate amount can be adjusted based on how  
133 many residents in Town end up applying for it. Ms. Rousseau explained that the Town does  
134 not need to use the \$6,500 figure; it can choose any amount. Once the grant total is set, that is  
135 the amount the Town will receive.

136  
137 Barbara Mullin, 315 Boston Post Road, asked if the \$6,500 will be enough to install a whole  
138 house remediation system. She also asked about ongoing maintenance. Ms. Rousseau  
139 explained that the grant rebate amount is only for the initial installation of the system; regular  
140 maintenance will be required at the owner's expense. The \$6,500 figure is typical and is based  
141 on pricing sought from vendors by Merrimack and Bedford. She noted that some whole house  
142 systems can be cheaper than this if they do not treat for additional things.

143  
144 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*  
145 *authorize the Town Administrator to work with DES to move forward with the application*  
146 *process for these rebate funding options, and to report back to the Board.*  
147 *Voting: 5-0-0; motion carried unanimously.*

148  
149 Chairman Lyon stated that the Board will try to start this process and report back to the public  
150 as fast as possible.

## 151 152 **7. Deliberative Session Review**

153 The Board agreed that the Deliberative Session went well this year.

## 154 155 **8. Administration**

### 156 **8.1 Administrative Updates**

157 Town Administrator Shankle did not have any updates at this time.

### 158 159 **8.2 Nashua Regional Planning Commission (NRPC) Appointments**

160 Selectman Brew explained that, per RSA, every town can have up to two Commissioners  
161 appointed to the NRPC. Due to Amherst's population, it is also allowed to have a third  
162 representative. The Town currently has one member sitting on the NRPC, but all three of its  
163 spots will be vacant as the terms all expire on March 25, 2022. The Town advertised for this  
164 position and there are two interested parties. Per RSA, the Planning Board is to recommend  
165 appointments to the NRPC, and the Board of Selectmen then appoints these. The Planning  
166 Board recently interviewed the two interested parties, Will Ludt and Jason Hennessey, and is  
167 recommending that the Board appoint both. He noted that the NRPC terms are 4-year terms,  
168 he thus suggested that the Board appoint both positions to a 2, 3, or 4-year term. He also noted  
169 that one of the Commissioner positions is recommended to be filled by a Selectman  
170 representative.

171  
172 Will Ludt stated that he would prefer the 4-year term. The Board thus agreed to appoint Jason  
173 Hennessey to the 3-year term. There was discussion regarding Selectman Pray potentially  
174 filling the third position, once open. This will first need to be brought to the Planning Board  
175 for recommendation.

177 A MOTION was made by Selectman Brew and SECONDED by Selectman Pray to appoint  
178 Will Ludt to a 4-year term as NRPC Commissioner representative to Amherst, and Jason  
179 Hennessey to a 3-year term as NRPC Commissioner representative to Amherst.  
180 Voting: 5-0-0; motion carried unanimously.  
181

## 182 9. Staff Reports

### 183 9.1 New Hire – Town Planner

184 Nic Strong explained that Nicole Stevens has been interviewed for the Town Planner position.  
185 She is recommending that the Board hire her, due to her background in Environmental  
186 Planning and GIS.  
187

188 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to hire  
189 Nicole Stevens as the Town Planner.  
190 Voting: 5-0-0; motion carried unanimously.  
191

## 192 10. Approvals

### 193 10.1 Assessing

194 A. The subject property was issued a Land Use Change Tax in the amount of \$14,960,  
195 however the LUCT amount was intended to be issued at \$14,200. It is recommended that the  
196 LUCT amount be changed from \$14,960 to \$14,200. This results in a LUCT abatement in the  
197 amount of \$760.

198 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve  
199 the LUCT Abatement in the amount of \$760 for Tax Map 004 Lot 154-002.  
200 Voting: 5-0-0; motion carried unanimously.  
201

202 B. The attached BTLA appeal has been reviewed by our Assessor and our Assessor  
203 recommends signing the settlement and issue the abatement.

204 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve  
205 the BTLA settlement by changing the assessed value of this property to \$750,000 and issuing  
206 an abatement for \$3,517.00 for Map 010, Lot 030-036.  
207 Voting: 5-0-0; motion carried unanimously.  
208

209 C. The attached application has been reviewed by our Assessor and our Assessor  
210 recommends granting the exemption.

211 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve  
212 the Disabled Exemption for the tax year 2022 in the amount of \$65,000 for Map 002, Lot 166-  
213 046.  
214 Voting: 5-0-0; motion carried unanimously.  
215

### 216 10.2 AP, Payroll, Minutes

#### 217 Payroll

218 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to  
219 approve one (1) FY21 Payroll Manifest in the amount of \$901.75 dated January 19, 2022,  
220 subject to review and audit.  
221 Voting: 5-0-0; motion carried unanimously.  
222

223 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to  
224 approve one (1) FY21 Payroll Manifest in the amount of \$221,969.92 dated February 10,  
225 2022, subject to review and audit.

226 Voting: 5-0-0; motion carried unanimously.

227

228 **Accounts Payable**

229 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to  
230 approve one (1) FY21 Accounts Payable Manifest in the amount of \$41,191.67 dated  
231 February 16, 2022, subject to review and audit. (NH DMV)

232 Voting: 5-0-0; motion carried unanimously.

233

234 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to  
235 approve one (1) FY21 Accounts Payable Manifest in the amount of \$29,079.04 dated  
236 February 8, 2022, subject to review and audit. (NH DMV)

237 Voting: 5-0-0; motion carried unanimously.

238

239 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to  
240 approve one (1) FY21 Accounts Payable Manifest in the amount of \$185,275.72 dated  
241 February 15, 2022, subject to review and audit. (Vendors)

242 Voting: 5-0-0; motion carried unanimously.

243

244 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to  
245 approve one (1) FY21 Accounts Payable Manifest in the amount of \$4,214.70 dated February  
246 15, 2022, subject to review and audit. (Vendors)

247 Voting: 5-0-0; motion carried unanimously.

248

249 A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to  
250 approve the Board of Selectmen meeting minutes of February 7, 2022, as written.

251 Voting: 5-0-0; motion carried unanimously.

252

253 **11. Action Items**

254 The Board reviewed its action items.

255

256 **12. Old/New Business**

257

258

259 **NEXT MEETING: Monday, March 14, 2022**

260

261

262

263

264

\_\_\_\_\_  
Selectman Danielle Pray

\_\_\_\_\_  
Date



# Town of Amherst, NH

## BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room  
2 Main Street  
Monday, April 12, 2021 6:30PM

1       **1. Call to Order**

2       Chairman Peter Lyon called the meeting to order at 6:30 p.m.

3  
4       Attendees by Zoom conference call: Chairman Peter Lyon, Selectman Dwight Brew,  
5       Selectman Reed Panasiti, Selectman John D'Angelo, and Selectman Tom Grella.  
6       Also present: Town Administrator Dean Shankle and Kristan Patenaude, recording  
7       secretary

8  
9       Other attendees and the public accessed the meeting via Zoom.

10  
11       Chairman Lyon explained that, pursuant to the State of Emergency declared by the  
12       Governor as a result of the COVID19 pandemic and in accordance with his Emergency  
13       Order #12, this meeting is authorized to take place electronically. There is no physical  
14       location to observe and listen to this meeting. However, in accordance with the  
15       Emergency Order, we are:

16  
17       Utilizing Zoom teleconferencing for this meeting. All members of the Board have the  
18       ability to communicate during the meeting through this platform and the public has access  
19       to contemporaneously listen and if necessary, participate in the meeting by dialing +1 301  
20       715 8592 and using a webinar ID of 892-9995-8293 or by using the link contained in the  
21       agenda posted at amherstnh.gov.

22  
23       Notice of the meeting and means to access it were previously posted in accordance with  
24       law. Members of the public that have phoned into the meeting can raise their hand by  
25       pressing the \*9 on their phone, in order to make it known that they would like to speak to  
26       the Board. If anyone has a problem accessing the meeting, please call 603-440-8248 for  
27       assistance. In the event the public is unable to access the meeting, the meeting will be  
28       adjourned and rescheduled.

29  
30       All votes will be taken by roll call and for ease, in alphabetical order.  
31       Lastly, the meeting is being recorded and will be replayed on ACATV.

32  
33       The Board started by taking a roll call vote and stating if they were alone.

34  
35       *Roll call vote: Selectman Brew – present; Selectman Grella – present; Selectman Panasiti*  
36       *– present; Selectman D'Angelo – present; and Chairman Lyon – present. All noted*  
37       *themselves as being alone.*

39 **2. Citizen’s Forum**

40 In response to a question from Kelly Mullin, 48 Christian Hill Road, Kristan Patenaude stated  
41 that Town-wide Clean Up Day will be held on May 15, 2021. More information to follow.  
42

43 **3. Public Hearing**

44 **3.1 Bean Grant Foundation Award**

45 Chairman Lyon read the public hearing notice:

46 *Pursuant to RSA 31:95-b: III (a), the Amherst Board of Selectmen shall hold a public hearing*  
47 *in conjunction with its scheduled meeting on April 12, 2021, which starts at 6:30 p.m. and will*  
48 *be held via ZOOM to accept unanticipated money in the amount of \$40,000. There is no*  
49 *physical location for the meeting. All interested citizens are invited to attend the virtual*  
50 *meeting.*

51  
52 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*  
53 *open into the Public Hearing.*

54 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
55 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*  
56

57 Craig Fraley, Director of the Amherst Recreation Department, explained that the Department  
58 applied for funding to renovate and redo the Buck Meadow clubhouse. The windows and  
59 carpeting of the clubhouse are quite old, the bathrooms are not up to code, and the ramps are  
60 not handicap accessible. A request was made to the Bean Grant Foundation for \$50,000, and  
61 \$40,000 was awarded to the Department. The stipulations are that the funds must be spent on  
62 what was presented, the funds must be spent within 12 months, and the Bean Group must  
63 receive recognition for the grant. He explained that this will allow the Department to do some  
64 amount of interior work, possibly including upgrading the carpet, installing new windows, and  
65 renovating the bathrooms.  
66

67 Public Comment:

68 Will Ludt, 3 School Street, stated that he supports the awarding of this grant.  
69

70 In response to a question from Will Ludt, Craig Fraley stated that the clubhouse has been  
71 taken on as a Rec Department item. The Department plans to use it as a public meeting space,  
72 including for senior citizen’s day programs and renting it out for private functions. Will Ludt  
73 noted that the recent Master Plan survey brought back data that the public is looking for  
74 shared space in Town for seniors to meet, so the updates to this building are good news.  
75

76 Danielle Pray, 7 Stearns Road, expressed her appreciation of the Bean grant for this project.  
77 She believes this will be a big improvement to the property. She thanked Craig Fraley for his  
78 work on this.  
79

80 In response to a question from Selectman Brew, Craig Fraley stated that he doesn’t believe  
81 there will be a problem using these funds within the 12-month period. Craig Fraley noted that  
82 he has held off on beginning to use these funds because he’s hoping for the prices of materials  
83 to go down. He plans to wait maybe one more month before beginning to spend the funds.  
84

85 The Board discussed hearing discussion on this topic tonight and voting on it at the next  
86 scheduled meeting.

87

88 In response to a question from Chairman Lyon, Craig Fraley stated that the DPW will be  
89 doing an energy audit of all Town buildings in April, and it will be good to know the status of  
90 the clubhouse before beginning work. He will work with the DPW for any items that can be  
91 completed in-house, in order to reduce costs and stretch the funding.

92

93 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to close*  
94 *the Public Hearing.*

95 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
96 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

97

#### 98 **4. Scheduled Appointments**

99

##### 100 **4.1. NHDOT Bridge Rehabilitation Project Presentation: Angela Hubbard,** 101 **Project Engineer, Robert Juliano, Senior Project Engineer, Joseph** 102 **Adams, Design Chief Engineer, Meli Dube, Environmental Manager**

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Angela Hubbard presented the bridge rehabilitation project to the Board. She explained that the existing bridge is 88’ long, with 44’ between the rails, with two 12’ travel lanes and 10’ shoulders. No utilities will be impacted as part of this project. The bridge sits approximately 100’ from the ramps onto Route 101. The bridge deck is in serious condition and has been on the State’s red list since 2011. The project looks to replace the concrete bridge deck. The width of the bridge will remain the same and there will be minimal approach work to match the existing roadway.

Angela Hubbard stated that this project will be completed in three phases, in order to maintain two-lane traffic on Route 122 and full access to the Route 101 ramps. This phased structural work should be completed by 2022. In the Summer 2023, the bridge steel will be cleaned and painted. During this time there will be equipment in place along Route 101 24/7, for approximately 8-10 weeks. This work will be done from 9pm-5am, reducing traffic to one lane. All of the proposed work is to be done in the State right of way, so no environmental permits are required. There is asbestos found to be part of this project. It will be removed during the process, per regulations. She noted that there are no historic items nearby that have been identified, and there should be no effects to conservation or wetland areas. Advertising for this work shall begin in September 2021, the work shall begin in the Spring 2022, completed in November 2022, and finalized by Summer 2023. The project will cost approximately \$1.5M, all State/federally funded.

In response to a question from Chairman Lyon, Angela Hubbard stated that this project contains standard bridgework procedures.

In response to a question from Selectman Brew, Angela Hubbard stated that the steel beams and interconnectors are inspected twice a year and no issues have been noted.

Selectman D’Angelo suggested that the project team reach out to Eric Hahn, DPW Director, regarding a multimodal project near this bridge to make safer bicycle/pedestrian lanes along this roadway.

132 In response to a question from Selectman Grella, Robert Juliano explained that the beams will  
133 be painted green, although the color may be slightly different than it is now.

134  
135 In response to a question from Selectman Panasiti, Angela Hubbard stated that the bridge will  
136 be fully open and usable through the winter of the project period.

137  
138 **4.2. Joint Facilities Advisory Committee (JFAC) updates, Shannon Gascoyne**  
139 Shannon Gascoyne explained that an architectural and engineering study has recommended  
140 that Souhegan High School secure its main entrance and update its labs and locker rooms. A  
141 Master Planning study of the Amherst Schools, recommended rebuilding a new school  
142 building to house PreK-5<sup>th</sup> grade on the existing Wilkins School site, and to make updates at  
143 the Middle School. The latter item will ultimately be on the March 2022 ballot. She explained  
144 that the JFAC group has been working to engage the public on these items, refine construction  
145 costs and scope, and identify an architect. The current focus of the group is on finding an  
146 architect and community outreach, especially involving the possible disuse of Clark School, if  
147 no longer needed.

148  
149 Roger Preston, SAU 39 Facilities Director, stated that there is currently an RFP out for  
150 architect and engineering services. This was sent to 14 firms that have done work on schools  
151 in NH and Northern MA. An option site visit was held on April 7, 2021, for Clark, Wilkins,  
152 and the Middle School. The RFP is due April 19, 2021 at 1pm. The proposals will then be  
153 reviewed, and it is hoped that three candidates will be presented to the SAU.

154  
155 Victoria Parisi explained that she is the Chair of the Clark School Exploration Subcommittee.  
156 The group is looking into how best to utilize the building and/or site, if it no longer houses  
157 children. Two additional Zoom meetings will be held for the public to hear the proposals and  
158 complete an exit survey on April 19, 2021 at. The group has found four possible uses for the  
159 building/site so far: 1) sell the building/site to the Town to serve a variety of community  
160 needs; 2) raze the building and leave the site as open space; 3) sell the property for residential  
161 use; 4) sell the property for commercial use (noted that this is located in the Residential/Rural  
162 Zone). She noted that the public can sign up to get text updates on the JFAC by texting  
163 “JFAC” to 888777. There are also updates posted on social media, and in the Citizen.

164  
165 Selectman Brew stated that he has heard that Clark School is in bad shape and shouldn't  
166 house students, but also heard that it is suitable for other functions. He asked that this be  
167 further explained. Roger Preston explained that the building does not work as a school  
168 building because it is two individual buildings, running two boilers and two electrical systems.  
169 There has been a lot of maintenance done to the building through the years. It does need some  
170 upkeep but is a sound building. The building is approximately 30,000 sq ft, and the majority  
171 of that is currently being used for educational purposes. The approximate cost for new  
172 construction is \$300/sq ft.

173  
174 Selectman D'Angelo noted that Clark School is a sound building but does have a lot of  
175 maintenance coming up due. The Capital Maintenance Plan for the School showed that it  
176 needs about \$1M worth of work to make it current. If the School was to be utilized for another  
177 purpose, many of the facilities inside would probably need to also be resized.

178

179 Selectman Panasiti noted that a new school might be a hard sell, especially if this building is  
180 sound. The existing building will probably need less money put into it to upgrade it, than to  
181 build a brand-new school.

182

183 Town Administrator Shankle stated that the JFAC videos regarding long-term plans for the  
184 schools will be put up on the Town Vimeo channel.

185

186 **4.3. 2020 Financial Report, Tamar Roberts of Roberts and Greene, PLLC**

187 Tamar Roberts stated that she has no serious concerns with the Town's 2020 audit. She  
188 believes things have improved greatly over her last three years completing the Town's audit.  
189 She noted that there is a deficit in the Town's Roads & Bridges fund. This is long-term debt  
190 that was authorized through Warrant Articles in the past. These deficits have been around for  
191 at least 1-2+ years. It appears that the projects were completed and there was enough money  
192 in the General Fund that the Town didn't need to borrow for these debts right away. This has  
193 led to approximately \$1M in debt sitting in this fund. The Town can still issue this debt  
194 because it was previously authorized. If the Town chooses not to issue the debt, this item  
195 should go back to Town Meeting on a Warrant Article to be rescinded. If there is enough  
196 money in the General Fund, this debt can also be covered through that.

197

198 Town Administrator Shankle explained that the work was completed, but the debt was never  
199 borrowed for some reason, possibly due to turnovers in staff at that time. The Town can now  
200 decide whether to borrow the debt or take it out of the General Fund.

201

202 Selectman Brew explained that the voters approved borrowing up-to \$15M for roads in 2010.  
203 This money was not borrowed up front because it wasn't needed right away. It was planned  
204 for the money to be borrowed after the work was completed each year because it was unclear  
205 what the cost would be until that time. This money was borrowed from the General Fund,  
206 with a note taken out to repay the General Fund in the exact amount for the roadwork  
207 completed. He questioned if the Town could zero out the \$1M debt amount by paying it back  
208 over 10 years. Tamar Roberts stated that could be done, as long as the wording was approved  
209 by the DRA.

210

211 Laurie May, Finance Director, explained that the Town can either choose to take out a loan  
212 for the \$1M, or this could be paid for from the healthy Fund Balance.

213

214 In response to a question from Selectman Panasiti, Selectman Brew explained that the Town  
215 spent approximately \$2M on roads each year, and then borrowed the money. There is a small  
216 amount of money to be spent on two upcoming bridges, but the majority of the money spent  
217 on bridges went towards the Horace Greely Road bridge.

218

219 Chairman Lyon stated that he would like for this to be further discussed at the Board's May  
220 meeting.

221

222 Selectman Brew stated that the unassigned fund balance is as of June 30, 2020. The balance at  
223 that time was approximately \$7.3M. This does not reflect the money returned to taxpayer's  
224 last fall. He also noted that he would like a clearer understanding of the Town's GOFERR  
225 (emergency State COVID-19) funds. Tamar Roberts explained that if GOFERR funds were

226 used for Police and Fire Department COVID-19 items, there may be a surplus of  
227 unanticipated revenue due to this grant. More research is needed on this item.

228  
229 Selectman D'Angelo noted that he would also like to understand this possible surplus due to  
230 GOFERR funds and if it will be considered unanticipated revenue or excess revenue.

231  
232 In response to a question from Selectman Grella, Tamar Roberts noted that the audit is usually  
233 scheduled to start in September. She explained that Amherst's audits are comparable to other  
234 towns of similar size.

235  
236 Town Administrator Shankle noted that the Town has received \$272,000 of GOFERR funds.

237  
238 **4.4. Revaluation Update - Presented by Michael Tarello and Stephen Whalen,**  
239 **Vision Gov. Solutions**

240 Steve Whalen updated the Board on the revaluation process. He noted that the residential field  
241 review will start in late April.

242  
243 Selectman Brew mentioned that the commercial and residential tax rates generally go up at  
244 the same rate. In other towns though, he has heard that residential values are going up faster  
245 than commercial values. Mike Tarello noted that COVID-19 has had the unique effect of  
246 creating higher valuations in the residential market due to no supply and increased demand.  
247 For some types of commercial properties, the opposite effect has been seen. It is yet unclear  
248 the impact this will have. Mike Tarello explained that 87% of the Town's assessed value is  
249 residential-related, while only 13% is commercial/industrial-related. Selectman Brew  
250 explained that if there is an impact to the residential valuations, he hopes an educational  
251 campaign can be started for the public before tax bills go out.

252  
253 In response to a question from Chairman Lyon, Mike Tarello stated that he will come back  
254 before the Board with another update in about 1-1.5 months.

255  
256 **5. Administration**

257 **5.1 Administrative Updates**

258 Town Administrator Shankle noted that the Governor's COVID-19 guidance still seems to  
259 center around the mask mandate and social distancing. It is unclear how this will impact  
260 potential summer Town events.

261  
262 Selectman Brew stated that it appears that about half of towns in NH will be moving forward  
263 with 4<sup>th</sup> of July celebrations, and about half are canceling them. It would appear that by the  
264 end of June, anyone aged 16/18+ will be able to receive a vaccine and be 2+ weeks out. He  
265 believes potential 4<sup>th</sup> of July events will be discussed more in May.

266  
267 Town Administrator Shankle noted that political signs (such as for people running for  
268 Selectman) can only be posted for 30 days. The Enforcement Officer can remove signs that  
269 are posted for longer than that time. Town Meeting is on June 8, 2021.

270  
271 **6. Staff Reports**

272 **6.1 Police Station Renovation - Architect Contract Extension, Phase II**

273 Police Chief, Mark Reams explained that the contract with Dennis Mires-The Architects, PA,  
274 in FY21 encompassed all design aspects for both Phase I and Phase II of the Police Station  
275 renovation, along with architectural management services for Phase I. Phase I completed  
276 January 2021. In anticipation of Phase II beginning early FY22, Dennis Mires has calculated  
277 their fees for architectural services and project management to see Phase II through to  
278 completion. With approval of this proposed contract extension for Phase II, Dennis Mires will  
279 prepare Phase II building plans and specifications for bid document distribution to contractors  
280 in coming weeks (with anticipated building start date on or about mid-July 2021), and will  
281 provide all necessary Phase II architectural project management services.

282

283 In response to a question from Selectman Panasiti, Town Administrator Shankle explained  
284 that the Warrant Article to be voted on is for additional renovation funds to be taken out of the  
285 unassigned fund balance. Town Administrator Shankle explained that the funds for this  
286 contract extension will be taken out of the current Police Department budget.

287

288 Selectman Brew noted that he is usually in favor of seeking competitive bids, but, in this case,  
289 it makes sense to award this as a sole source approval to continue with the original architect.

290

291 In response to a question from Selectman D'Angelo, Mark Reams explained that the proposed  
292 \$15,500 will allow for the architect to prep bid packages and get them out to bidders. The  
293 majority of the funds will be used for project management.

294

295 In response to a question from Selectman D'Angelo, Mark Reams explained that, if the  
296 Warrant Article happens to fail, the Police Department budget should be able to handle the  
297 payment of these funds. There was also a contingency fund approved as part of the original  
298 contract for \$65,000. There is probably still approximately \$12,000 left in that fund that could  
299 be used toward this.

300

301 In response to a question from Selectman Panasiti, Mark Reams stated that it would probably  
302 be okay to delay the vote on this item for a couple of months, due to the volatile cost of  
303 construction materials, but that he wants the project to go under construction with the right  
304 people, so that no additional cost increases occur.

305

306 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to award*  
307 *contract extension for Police Station Renovation Phase II architectural services to Dennis*  
308 *Mires - The Architects, PA, in the amount of \$15,500.*

309 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*  
310 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

311

## 312 **6.2 COVID 19 Taskforce update and recommendations**

313 Jennifer Stover, Executive Assistant and Chair of the Taskforce, noted that the Town's Health  
314 Screening form needs to be updated, per the CDC and NH Dept of Health and Human  
315 Services, in the following ways:

- 316 1) We recommend changing the number of days of quarantine in all cases from 14  
317 days to 10 days and updating the health screening question regarding travel  
318 outside the NE area from 14 days to 10 in keeping with current CDC guidelines  
319 and SAU 39 practice.

320 2) Any employee experiencing new or unexplained COVID-19 symptoms or has  
321 had contact with a someone positive for COVID 19 should stay home and get a  
322 COVID 19 test on day 6 or 7. If that test is negative and they are fever-free off  
323 fever-reducing medication and their symptoms are improving, they may return to  
324 work. If the test is positive, they should quarantine for 10 days from start of  
325 symptoms or in the case of an asymptomatic positive case, from the day they  
326 were tested.

327  
328 3) Anyone who is fully vaccinated (14 days or more beyond completion of COVID-  
329 19 vaccination) meets the exception from all quarantine expectations for domestic  
330 travel and COVID 19 exposure.

331  
332 4) We continue to require participating in the health screening either at home or  
333 before entering the work-spaces, the use of hand-sanitizer when entering a  
334 building and handwashing at all appropriate times.

335  
336 5) We continue to require the wearing of masks when working and not seated at  
337 the individual employee's workstation.

338  
339 She requested that the Taskforce have authority to make changes based only on Emergency  
340 Orders from the State, without first coming before the Board.

341  
342 In response to a question from Selectman Brew, regarding the possibility of recommending  
343 employees get vaccinated, Town Administrator Shankle explained that State governments can  
344 require this, but it is unclear how this works with the Right to Know law. Town Administrator  
345 Shankle noted that there could be processes in place for any employees who do not wish to be  
346 vaccinated to make sure they are not necessarily in direct contact with the public, or those  
347 who are vaccinated.

348  
349 Jennifer Stover explained that she asked Primex if the Town can collect information about  
350 which employees are/not vaccinated and was told that the Town can collect this information.  
351 For example, the Recreation Department has considered collecting this information about  
352 those employed at the summer camps, but it then becomes unclear how this information will  
353 be collected and how it will be used.

354  
355 Chairman Lyon noted that the Town must be cognizant of HIPPA violations.

356  
357 Selectman D'Angelo stated that clear guidance on this is needed. Being that this is an  
358 experimental vaccine, he is unsure if it is even legal to collect information on who has/not  
359 gotten it.

360  
361 In response to a question from Chairman Lyon, Jennifer Stover stated that Town Hall plans to  
362 follow what the HealthTrust and Primex do, in terms of reopening the building. Both of those  
363 companies have decided to keep their campuses closed until at least June 30, 2021. Town Hall  
364 will do the same and will continue to offer services to the public.

365

366 Town Administrator Shankle stated that he is still looking into how to hold  
367 Board/Commission meetings in person while also allowing people to participate from home.  
368

369 *A MOTION was made by Selectman Grella and SECONDED by Selectman Panasiti to accept*  
370 *the April 12, 2021 recommendations of the COVID-19 Taskforce.*

371 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
372 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*  
373

## 374 **7. Approvals**

### 375 **7.1 Assessing**

376 *A MOTION was made by Selectman Brew and SECONED by Selectman Panasiti to approve*  
377 *the Land Use Change Tax in the amount of \$0 to correct the records at the Registry of Deeds*  
378 *for Tax Map 007 Lot 098-000.*  
379

380 In response to a question from Selectman Brew, Gail Stout explained that because this change  
381 occurred in 1986 and was not picked up by the Assessing department, the Assessor’s  
382 instructions were to present this to the Board like this. The Town could attempt to collect on  
383 this property, even though this is a long shot.  
384

385 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
386 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*  
387

388 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve*  
389 *a Service-Connected Total Disability Veteran Tax Credit in the amount of \$3,200.00 for Map*  
390 *005, Lot 025-001 for the 2021 tax year.*

391 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
392 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*  
393

394 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve*  
395 *the Veteran Tax Credit for tax year 2021 in the amount of \$500 for Map 001, Lot 012-000-*  
396 *010.*

397 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
398 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*  
399

400 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve*  
401 *the Veteran Tax Credit for tax year 2021 in the amount of \$500 for Map 002, Lot 116-001.*

402 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
403 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*  
404

405 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve*  
406 *the Veteran Tax Credit for tax year 2021 in the amount of \$500 for Map 002, Lot 163-032.*

407 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
408 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*  
409

410 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve*  
411 *the All-Service Veterans’ Tax Credit for tax year 2021 in the amount of \$500 for Map 008,*  
412 *Lot 049-043.*

413 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
414 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

415

416 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve*  
417 *the All-Service Veterans’ Tax Credit for tax year 2021 in the amount of \$500 for Map 005,*  
418 *Lot 162-000-001.*

419 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
420 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

421

422 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve*  
423 *and sign the 2021 Notice of Intent to Excavate for Map 2 Lot 34-7.*

424 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
425 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

426

427 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve*  
428 *and sign the Timber Tax Levy and Certification of Yield Tax in the amount of \$322.21 for*  
429 *Map 005, Lot 160-001.*

430 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
431 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

432

### 433 **7.2 2020 Elderly & Disabled Tax Deferrals**

434 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve*  
435 *and sign the 2020 Tax Deferral applications for Map 002 Lot 146-027 in the amount of*  
436 *\$5,041, and Map 012 Lot 024-000 in the amount of \$844.*

437 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
438 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

439

### 440 **7.3 Payroll, AP and BOS Meeting Minutes**

441 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*  
442 *approve one (1) FY21 Payroll Manifest in the amount of \$215,543.10 dated March 25, 2021,*  
443 *subject to review and audit.*

444 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
445 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

446

447 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*  
448 *approve one (1) FY21 Payroll Manifest in the amount of \$594.37 dated March 25, 2021,*  
449 *subject to review and audit.*

450 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
451 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

452

453 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*  
454 *approve one (1) FY21 Payroll Manifest in the amount of \$210,887.96 dated April 8, 2021,*  
455 *subject to review and audit.*

456 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
457 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

458

459 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*  
460 *approve one (1) FY21 Payroll Manifest in the amount of \$981.33 dated April 8, 2021, subject*  
461 *to review and audit.*

462 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*  
463 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

464

465 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*  
466 *approve one (1) FY21Accounts Payable Manifest in the amount of \$230,040.18 dated March*  
467 *30, 2021, subject to review and audit*

468 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*  
469 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

470

471 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*  
472 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,266,427.00 dated April*  
473 *1, 2021, subject to review and audit (School disbursements).*

474 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*  
475 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

476

477 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*  
478 *approve one (1) FY21Accounts Payable Manifest in the amount of \$45,651.84 dated April 5,*  
479 *2021, subject to review and audit (NH DMV).*

480 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*  
481 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

482

483 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*  
484 *approve one (1) FY21Accounts Payable Manifest in the amount of \$38,122.55 dated April 5,*  
485 *2021, subject to review and audit (NH DMV).*

486 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*  
487 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

488

489 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*  
490 *approve the Board of Selectmen meeting minutes of March 22, 2021.*

491 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*  
492 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

493

494 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*  
495 *approve the Board of Selectmen meeting minutes of March 29, 2021.*

496 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*  
497 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

498

## 499 **8. Action Items**

500 The Board reviewed its action items.

501

## 502 **9. Old/New Business**

503 Selectman Brew explained that the Master Plan Steering Committee selected three vendors to  
504 help with the Master Plan process, and interviewed them on March 29<sup>th</sup> and 30<sup>th</sup> (Emerge,  
505 NRPC, and Resilience). The group met a week ago and agreed to recommend Resilience to

506 move forward. The RFP for this project was originally quite open-ended. The Committee will  
507 now sit down with Resilience to refine the scope of work. The Committee will then bring this  
508 to the Board for its approval.

509

510 The Board discussed the meeting with the town of Merrimack regarding the possibility of  
511 Amherst tying into Merrimack's sewer system. Town Administrator Shankle stated that more  
512 data is being gathered. Chairman Lyon noted that he is also waiting to hear from the Master  
513 Planning process regarding this item.

514

515 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*  
516 *adjourn the meeting at 9:37pm.*

517 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*  
518 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

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522 **NEXT MEETING: Monday, April 19, 2021**

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\_\_\_\_\_  
*Selectman Reed Panasiti*

\_\_\_\_\_  
*Date*



# Town of Amherst, NH

## BOARD OF SELECTMEN MEETING MINUTES

2 Main Street  
Friday June 4 , 2021

1           **1. Call to Order**

2 Chairman Peter Lyon called the meeting to order at 4:00 p.m.

3  
4 Attendees by Zoom conference call: Chairman Peter Lyon, Selectman Dwight Brew,  
5 Selectman John D'Angelo, Selectman Tom Grella, and Selectman Reid Panasiti

6  
7  
9 Chairman Lyon explained that, pursuant to the State of Emergency declared by the Governor  
10 as a result of the COVID19 pandemic and in accordance with his Emergency Order #12, this  
11 meeting is authorized to take place electronically. There is no physical location to observe and  
12 listen to this meeting. However, in accordance with the Emergency Order, we are:

13  
14 Utilizing Zoom teleconferencing for this meeting. All members of the Board have the ability  
15 to communicate during the meeting through this platform.

16  
17 All votes will be taken by roll call and for ease, in alphabetical order.

18 The Board started by taking a roll call vote and stating if they were alone.

19  
20 *Roll call vote: Selectman Brew – present; Selectman D'Angelo – present; Selectman*  
21 *Grella – present; Selectman Panasiti – present; Chairman Lyon – present. All noted*  
22 *themselves as being alone.*

23  
24           **2. Non-Public Session, RSA 91-A:3, II (a)**

25  
26 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to support*  
27 *enter into a non-public session per RSA 91-A:3, II (a)*

28  
29 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*  
30 *Selectman Panasiti – aye; Chairman Lyon – aye. 4-0-0; motion carried unanimously.*

31  
32 *The board entered Non-Public Session at 4:14pm.*

33  
34 *No motions were made, and no action was taken in this non-public session.*

35  
36 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*  
37 *Selectman Panasiti – aye; Chairman Lyon – aye. 4-0-0; motion carried unanimously.*

39 The Chairman announced that no motions were made, and no action was taken in the non-  
40 public session.

41

42 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to adjourn  
43 the meeting at 5:16pm.

44

45 By roll call vote: Selectman Brew - aye; Selectman D'Angelo – aye; Selectman Grella - aye;  
46 Selectman Panasiti - aye; Chairman Lyon - aye. 4-0-0; motion carried unanimously.

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\_\_\_\_\_  
*Selectman Reed Panasiti*

\_\_\_\_\_  
*Date*

DRAFT